



Federation of BC Youth In Care Networks

"by coming together, we are not alone"

www.fbcyicn.ca

Host Agency/Local Youth in Care Network Liaison Position Description

Position Overview:

The Liaison is jointly responsible, along with the Local Leadership Team, for effective communication between the Host Agency and the Local. They are also responsible for supporting the Local to navigate the ins and outs of the Host Agency and being the main point of contact for the Local when issues or needs arise.

Duties and Responsibilities:

- Orientation of the Local Leadership Team to the Host Agency.
- Regular, scheduled communication with the Local Leadership Team.
- Arranges monthly financial statements to be delivered to the Local Leadership Team and facilitates questions pertaining to them.
- Supports the Host Agency and the Local to adhere to the Memorandum of Understanding and keeps up to date on the relevant policies & procedures outlined in it.

Qualifications:

Ideally, this person has a minimum of 2 years' experience working directly with young people on coordinating programs or projects. This person should also have an ability to address and resolve conflict as well as strong communication skills. Finally, the ability to relate to the unique experiences of young people involved with the child welfare system is an asset.

Review

This role, as well as the Liaison duties and responsibilities, will be reviewed annually by both the Host Agency and the Local, upon renewal of the Memorandum of Understanding.