



JOB POSTING ECD PROGRAM COORDINATOR

Position Title: ECD Program Coordinator
Location: SSHS Office
Job Type: Permanent
Hours: 8 hours for 4 days per week (32 hours per week)
Salary: \$42 000 - \$60 000 (Signing Bonus of \$500)

ABOUT US

The Southern Stl'atl'imx Health Society (SSHS) is a registered non-profit society, established in 1999 with the intent to deliver culturally safe, community-based, shared health and wellness, and child and family services to the First Nation communities of N'Quatqua, Samahquam, and Skatin. SSHS believes that the Member Communities can address their community's well-being in a way that reflects their culture, traditions and values.

ABOUT THE ROLE

The ECD Program funded by the Ministry of Children and Families will provide ECD program planning and delivery with the aim to:

- improve health and wellbeing of Indigenous children ages 0-6
- increase accessibility of Early Childhood Development and Indigenous Early Years intervention services and other special needs services to Indigenous children and their families
- enhance the quality of direct Indigenous Early Years services
- increase culture and language in Indigenous Early Years services

The ECD Program Coordinator reports to the Health Director or Designate and is responsible for coordinating services and supervising staff members. The coordinator will also facilitate ECD drop-in and licensed programs and mentor the community-based family facilitators and programs.

The ECD Program Coordinator provides quality programming in a variety of settings in N'Quatqua, Skatin, and Samahquam. Programs may include Early Childhood Development Drop-ins and Playgroups, Licensed Child Care Programs, Indigenous Early Years programs, Indigenous HeadStart and community events. The ECD Program Coordinator supports children aged 0-6, their families and other staff utilizing a strengths-based approach and is responsible for: program planning and delivery, including staffing and resource management of ECD programs in communities; recordkeeping; and reporting (qualitative and quantitative).

PRINCIPAL DUTIES AND RESPONSIBILITIES

The ECD Program Coordinator will:

- Support Indigenous Early Years programs that provide direct early intervention services to Indigenous children ages 0-6 and their families.
- Support innovative and culturally appropriate Indigenous Early Years direct services.
- Coordinate services including services of visiting specialists (i.e., Speech and Language Pathologist).
- Facilitate ECD drop-in and licensed programs.
- Provide leadership and support to community-based facilitators.
- Utilize a strength-based approach to support children ages 0-6, their families and other staff.
- Implement program planning and delivery of early childhood development programs, including ECD drop-ins, playgroups, licensed childcare programs and community events.
- Monitor program costs against program budget(s).
- Utilizes developmental screening tools to assess growth and development (e.g., ages and stages questionnaire).
- Act as a resource person for parents.
- Plan and deliver community events and activities.
- Complete ongoing professional development to maintain ECE certificate.

Collaboration and Referrals

- Work collaboratively and effectively with other service providers.
- Maintaining liaison with other health and social service professionals such as elders/knowledge keepers, physio and occupational therapists, allied health workers, speech and language pathologists and Jordan's Principle Representative.
- Make appropriate referrals for further assessments and/or support.

Reporting:

1. Maintains attendance records and narrative reports for programs.
2. Submit MCFD monthly reports for the ECD Program.
3. Prepare and submit of semi-annual financial reports (using provided templates) for the SSHS Board.

Other:

- Respond to inquiries from staff and clients in a timely manner.
- Performs other related duties as assigned

JOB SPECIFICATIONS

Qualifications

- Requires a valid Class 5 BC Driver's License
- Requires satisfactory Vulnerable Sector Criminal Record Check.
- Travel to the remote communities served by SSHS, which requires driving on rough gravel roads on a regular basis and may require staying overnight in accommodations in the communities.
- Hours of work will vary depending on the activities. Work in the evening and/or on weekends may be required.

Education

- Degree in Youth & Childcare, Diploma in Early Childhood Education will be an asset.
- First Aid and Food Safe Certificates

Experience

- Familiarity with computer systems i.e. Microsoft Office
- Experience with utilizing the Ages and Stages Developmental Screening Tool, Moe the Mouse, Seven Sacred
- Experience in delivering culturally safe programming, and trauma-informed care.

Knowledge:

- Knowledgeable about Stl'atl'imx territory and Stl'atl'imx cultural and traditional practices
- Knowledge of child development and/or Early Child Development Education
- Familiarity with computer systems i.e. Microsoft Office

Competencies

- **Flexibility** – Is able to adapt to changing work environments and priorities. Ability to work with diverse colleagues, volunteers, families, and others with a high degree of professionalism.
- **Team Cooperation and Collaboration** – Ability to work independently but also as team and has excellent interpersonal skills and can collaborate within the team and across SSHS. Ability to engage and involve stakeholders and other staff in the planning and implementation processes.
- **Planning/Organizing** – Organize and prioritize with excellent time management skills. Meet deadlines in a high-volume, multi-tasking, client-focused environment with a strong attention to detail. Demonstrates analytical, problem solving and decision-making skills.
- **Work Ethics** - Sets and maintains high professional and performance standards. Pays close attention to detail, accuracy, quality, and ensures follow through in a timely manner. Must maintain professional conduct and abide by SSHS Code of Ethics and confidentiality agreements.
- **Motivation** –Displays energy and enthusiasm in approaching the job. Seeks opportunities to continuously improve daily work.
- **Integrity** – A significant understanding of privacy, confidentiality, and discretion. Maintains strict confidentiality in performing the duties with this position and adheres to SSHS policies and procedures.
- **Independent** – The self-confident to work independently and effectively under time pressure to meet deadlines, balance work priorities and resolve problems in a timely manner. Have the self-awareness to seek coaching, support and advice as required.
- **Communication** - Communicate clearly and concisely, verbally and in writing, to a variety of groups and individuals. Ability to communicate and work with board members, Chief and Council, and staff members (both community and SHSS) with skill and diplomacy.

HOW TO APPLY

Please submit resume and cover letter by email to Julia Schneider, Executive Assistant, at julia.schneider@sshs.ca. Please include in the subject line your name and the position you are applying for.

Thank you for your interest!