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**JOB DESCRIPTION****Early Years Program Officer****SUMMARY:**

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The Early Years Program Officer will assist NAN First Nation communities in developing community-led approaches to Indigenous Healthy Babies/Healthy Children (IHBHC) and Fetal Alcohol Spectrum Disorder (FASD) programs. The Program Officer must have a background in early childhood development, and a keen awareness of and passion in the early year's field. The Program Officer will work with the Child Development Team to assist in developing and implementing strategies based on strength-based models with a focus on leveraging and enhancing opportunities and assets in NAN communities.

**DUTIES:**

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- Provide assistance and support to communities in the development and coordination of NAN IHBHC and FASD programs;
- Assist communities in preparing and submitting annual work plans/budgets and manage community flow thru payments in accordance with funding terms and conditions;
- Assist communities in preparing and submitting program reports and submit aggregated reports for input into Ministry database;
- Implement and maintain ongoing regular training, information sharing and updates to community-based workers, Health Directors and Tribal Councils.
- Develop and seek out program resources and distribute to communities, i.e. program manual/reporting guidelines/sharing best practices
- Research, integrate and share best practices/innovations in the early years field
- Provide orientation training for new community-based workers.
- Work collaboratively with Child Development Team on integration of early years, Infant Mental Health, Special Needs and other initiatives;
- Travel to NAN communities on a regular basis;
- Participate in meetings as required;
- Assist in the planning of conferences, meetings or training sessions;
- Attend meeting, workshops or other events, as required;
- All other duties, as assigned.

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## ACCOUNTABILITY:

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The Early Years Program Officer is under the day-to-day supervision of the Director of Child Development and is further accountable to the Chief Administrative Officer for overall performance.

## COMPETENCIES AND QUALIFICATIONS:

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The successful applicant must possess:

- Diploma in Early Childhood Education, Social Work, Child and Youth Care, or related Social Sciences or Human Services degree or equivalent
- Demonstrated knowledge and understanding of the opportunities, barriers and challenges that impact children's outcomes;
- Minimum of three years working with Indigenous children and families;
- Excellent verbal and written communication skills.
- Ability to develop and maintain positive relationships and demonstrated leadership abilities.
- Competent in use of Microsoft Office, Excel, Teams and virtual meeting platforms.
- Ability to write clear, concise reports.
- Initiative and ability to complete tasks with a minimum of supervision, and to manage competing demands in fast paced setting.
- Knowledge of, and sensitivity to, the culture and history of First Nations in the NAN territory.
- Fluency in a NAN dialect (Ojibway, Cree or Oji-Cree) an asset
- Willing and able to travel regularly to NAN First Nation communities.

LOCATION: NAN OFFICE- Thunder Bay, ON

PORTFOLIO: DEPUTY GRAND CHIEF ACHNEEPINESKUM-CHILD DEVELOPMENT

NEW: 2021-09-20