

## JOB DESCRIPTION

### Early Years Coordinator

**SUMMARY:**

The Early Years Coordinator 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 coordinator must have a background in early childhood development, and a keen awareness of and passion in the early year's field. The coordinator will work with the Early Years 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 & RESPONSIBILITIES:**

- 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 the Early Years Team on the integration of early years, Infant Mental Health, Child Development, 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.

**ACCOUNTABILITY:**

- The Early Years Coordinator is under the day-to-day supervision of the Early Years Manager and is further accountable to the Chief Administrative Officer for overall performance.

## COMPETENCIES AND QUALIFICATIONS:

### Candidate must possess the following skills and attributes:

#### Education/Experience:

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.
- Driver's license

**LOCATION OF WORK:** Thunder Bay

**PORTFOLIO:** DEPUTY GRAND CHIEF ACHNEEPINESKUM-CHILD DEVELOPMENT

**CREATED /LAST UPDATED:** 2021