

JOB DESCRIPTION

Early Learning and Child Care Coordinator – One Year Maternity Leave Contract

Early Years

SUMMARY:

The Early Learning and Child Care Coordinator will assist NAN communities in developing community-led approaches to early learning and childcare programs and initiatives. The Early Learning and Child Care Coordinator will assist in developing and implementing strategies based on strength-based models with a focus on leveraging and enhancing opportunities and assets in NAN communities. The Early Learning and Child Care Coordinator will have a background in early childhood development, and the knowledge and skills related to community engagement to successfully implement and enhance diverse early learning and childcare initiatives.

DUTIES:

- Provide assistance and support to communities in the development and coordination of NAN early years and childcare programs and initiatives.
- Assist communities in preparing and submitting proposals, funding applications, and other documents as requested
- Implement and maintain ongoing regular training in the early years, and raise awareness of the importance of the early years and healthy child development
- Provide regular information sharing and updates to early years 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/access to resources
- Research, integrate and share best practices/innovations in the early years field
- Work collaboratively with the Early Years department on integration of early years, Infant Mental Health, Special Needs and other initiatives
- Participate in meetings /working groups/tables as requested.
- Assist in the planning of conferences, meetings, or training sessions.
- Attend meetings, workshops, or other events, as required.
- Travel to NAN communities on a regular basis
- All other duties as assigned by the Early Years Manager

OTHER JOB REQUIREMENTS: Driver's licence, Criminal Records Check, Up to date immunization record including COVID-19

COMPETENCIES AND QUALIFICATION:

Candidate must possess the following skills and attributes:

Education:

- Diploma in Early Childhood Education, Social Work, Child and Youth Care, or related Social Sciences or Human Services degree or equivalent

Experience:

- Minimum of three years working with Indigenous children and families.
- Experience and demonstrated skills in coordinating/facilitating meetings with multiple stakeholders and comfortable with using technology.
- Work experience with Indigenous people and communities and a demonstrated understanding regarding related issues and challenges
- Demonstrated knowledge and experience working with community and regional resources and services throughout the NAN Territory
- Excellent communication, strategic planning, evaluation, and leadership skills
- Ability to organize and synthesize multiple ideas and complex information into well-composed reports within time limits.
- Ability to develop and maintain positive relationships and demonstrated leadership abilities.

Knowledge:

- Demonstrated knowledge and understanding of the opportunities, barriers and challenges that impact children's outcomes.
- Knowledge of Indigenous child development
- Knowledge of culture and language of NAN communities
- Fluency in NAN dialect (Cree, Ojibway, or Oji-Cree) an asset
- Computer literacy including skills in word processing, e-mail, PowerPoint, Excel, Microsoft Office, etc.

Working Conditions:

- Initiative and ability to complete tasks with a minimum supervision, and to manage competing demands in fast paced setting.
- Willing and able to travel to NAN communities as required.

Responsibilities:

To work within the Early Learning and Child Care Framework and implement strategies as directed.

ACCOUNTABILITY:

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

LOCATION OF WORK: 200 Syndicate Ave. S. Thunder Bay ON, P7E 1C9

PORTFOLIO: Early Years Dept Deputy Grand Chief Achneepineskum

CREATED /LAST UPDATED: March 2023

