

JOB DESCRIPTION

Early Years Coordinator

Early Years

SUMMARY:

The Early Years Coordinator will assist NAN First Nation communities in developing community-led approaches to Indigenous Healthy Babies/Healthy Children (IHBHC) programs. The Early Years Coordinator will have a background in early childhood development, be knowledgeable and current in the early year's field. The Early Years 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:

- Assist and support communities in the development and coordination of NAN IHBHC programs, including seeking additional funding sources.
- 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, early learning, and childcare, neurodiversity, Infant Mental Health, and other initiatives.
- Seek out funding sources and prepare proposals for Manager review and approval.
- 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.
- Perform 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, and Registered Early Childhood Educator, Social Work, or related Social Sciences or Human Services degree or equivalent

Experience:

- Minimum of three years working with children and families in First Nation communities.
- Skills and experience working with a team involving collaborative and integrated approaches.
- Demonstrated knowledge and understanding of the issues and challenges experienced by NAN First Nations.
- Knowledge and experience working with community and regional resources and services throughout the NAN Territory
- Excellent communication skills and experience in program planning, and report writing.
- Ability to prioritize work and meet deadlines.
- Ability to develop and maintain collaborative relationships both within NAN and external partners.
- Experience and demonstrated skills in coordinating/facilitating meetings with multiple stakeholders and comfortable with using technology.

Knowledge:

- Demonstrated knowledge and understanding of the opportunities, barriers and challenges that impact children's outcomes.
- Knowledge and understanding 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 of supervision, and to manage competing demands in fast paced setting.
- Willing and able to travel to NAN First Nation communities.

Responsibility:

To ensure IHBHC programming is implemented and meets the needs of communities.

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.

LOCATION OF WORK: Thunder Bay ON

PORTFOLIO: Early Years

CREATED: April 6, 2023 /**LAST UPDATED:** December 15, 2023