



## ʔakisq̓nuk First Nation

3050 Hwy 93/95 Windermere, B.C. V0B 2L2

Office: 250.342.6301 Fax: 250.342.9693

[www.akisq̓nuk.org](http://www.akisq̓nuk.org)

THE LAND OF THE TWO LAKES

### Healthy Child Development Coordinator (full-time)

*ʔakisq̓nuk First Nation* ("ʔAFN") is looking for a full-time **Healthy Child Development Coordinator** to join our team. Reporting to the Associate Director of Health, this position is expected to connect members with clinical needs, provide education, build resiliency and capacity for mothers and caregivers, and ensure members have access to support services.

*ʔakisq̓nuk First Nation* ("ʔAFN") is a member Community of the *Ktunaxa Nation*. ʔAFN exists for the Community. Externally, we are here to serve the Community, and internally, we are our own Community, comprised of different departments unified by our Vision, Mission, and Values. As a team, through our own roles and departments, the ʔAFN Organization works together to achieve our strategic plan "Our Thinking" and continue to progress and move our community forward.

**Note: This position is full-time, working a 35 hour week, with a set weekly schedule.**

#### The primary responsibilities include:

- Case management to improve access to services, including, but not limited to, children with special needs.
- Liaise with local service providers to provide a coordinated approach to early childhood related services, linking children/families to diagnostic services.
- Establish and maintain a list of all addiction and mental health service providers and those that provide First Nation specific programming.
- Liaise with Indigenous / First Nation service providers to secure traditional and cultural services for the community population and to assist those who are on their healing journey.
- Compile data, stats, and other information related to Health Child initiatives.
- Provide information to community members.
- Assist in the preparation of annual financial budget and work plan related to the program and in the preparation of funding proposals as required.
- Track statistics and outcomes.
- Prepare and submit annual reports and work plans.
- Complete a monthly program calendar for distribution.
- Guide and facilitate activities of the children, including daily activities, field trips, selecting and arranging equipment and materials in the classroom and outdoors, including:
  - Access to age and culturally appropriate books, videos, computer programs, toys etc.
  - Conversation and language skill development activities.
  - Creative expression through art, music, dancing, singing and storytelling.
  - Interactive and solitary play that promote learning of social skills.
  - Modified curriculums adapted for children with special needs.
  - Parental / family involvement activities.
  - Role playing and dramatic play.



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- Sample nutritious foods, including traditional foods, through food preparation.
- Sensory learning experiences including touch, taste, smell, sight and hearing.
- Social support.
- Speech and Language Therapy Services.
- Attend staff training and meetings, and board and parent meetings as required.
- Ensure program compliance with codes of all provincial and local licensing agencies and grant requirements.
- Attend case management meetings and consultations as necessary.
- Observe children and provide suggestions for behaviour management and education programming to meet the individual needs of all children, share observations with Health team for assessment.
- Participate in and assist with community events.
- Provide monthly reporting to supervisor (outlining events, outreach, feedback, participants, etc.).
- Other duties as required.

### Qualifications:

- Completion of a diploma in social services, health, early childhood education, or DOULA certification (or equivalent education and experience)
- 2 – 4 years of progressively responsible experience
- First Aid and CPR training is an asset
- Experience working with First Nations / Indigenous communities is an asset
- Knowledge of language, history and culture of the ʔakisqnuq band is an asset
- Ability to act efficiently and effectively in crisis situation
- Strong communication skills, both written, verbal and listening
- Strong customer services skills when working with community members
- **NOTE: A criminal check and vulnerable sector search will be conducted on the successful applicant**

### What we offer:

- Competitive pay (\$55,000 to \$65,000 per year depending on experience)
- Discretionary office closure between Christmas Day and New Year's Day, as determined by the Council each year
- Paid annual vacation
- Paid sick days
- Matched RRSP program with employer matching up to 5.5% of the employee's salary, available after 4 months of service



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- Employer-paid Group Benefits which includes Life Insurance, Health and Dental benefits, Employee and Family Assistance Program, Short- and Long-Term Disability, available after 3 months of service
- Live and work in the most beautiful place in British Columbia

To apply for this job, email your resume to [hr@akisqnuq.org](mailto:hr@akisqnuq.org)

*Akisqnuq supports a diverse and inclusive work environment and welcomes applications from all qualified applicants. You must be legally entitled to work in Canada. We thank all applicants, however only those selected for an interview will be contacted.*