#### Eelūnaapéewi Lahkéewiit Job Posting

## **Family Community Development Coordinator** Delaware Nation Early Learning Centre

#### Purpose:

The Delaware Nation Council is currently accepting applications for a contracted Family Community Development Coordinator at the Delaware Nation Early Learning Centre.

#### Supervision:

The Family Community Development Coordinator shall be under the supervision of the Delaware Nation Early Learning Centre Director, as designated by the Delaware Nation Director of Operations.

#### Scope:

The Family Community Development Coordinator assesses family/child/community needs and develops implements and monitors programs that meet the needs of community families and support the overall goals and objectives of the AHSOR program.

**Duties & Responsibilities** (to include but not be limited to the following):

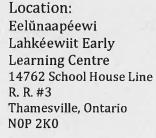
- Build relationships of trust
- Inform community members of upcoming events and activities
- Coordinate, supervise and ensure safety at all parent/child/family activities
- Respond to challenges or problems within programs or services
- Developing Liaise with other departments to avoid duplication of services
- Liaise with other departments to provide assistance to families
- Complete reporting in an accurate and timely manner

## **Other Duties**:

• May be required to assist with other programs, services or projects as time permits.

## Qualifications:

- Post-secondary education in the field of ECE is an asset
- Experience working with Aboriginal Children, parents and community
- Knowledge of the Delaware Language and Culture
- Familiarity with the Delaware Nation community
- Experience with creation of work plans, budgeting and Reporting.
- Computer Literate (Microsoft Office, SMART Board, PC, Apple Products)
- Strong interpersonal skills-excellent planning skills-excellent oral and written skills
- Familiar with the Aboriginal Head Start Initiative
- Work well in teams or independently
- Ability to maintain high ethical standards and absolute confidentiality
- Problem solving skills
- Must provide a CPIC and vulnerable sector documentation upon commencement of position
- Must have a valid driver's license and reliable insured vehicle



Industry Early Childhood Education

Job Status: 35 hours per week Short Term Contract

Salary: Based upon skills & Experience

## **CLOSING DATE:**

#### April 10, 2019 4:00 pm

## **Terms of Position:**

Employment Term:Full-time, 35 hours/week, Short Term Contract, ending September 04, 2019Salary:Commensurate with qualifications and/or experienceHours of Work:Daily from 8:30 am to 4:30 pm (some flexible hours required)

# **CLOSING DATE FOR APPLICATIONS:**

Interested candidates, please submit a Cover Letter, Résumé and three (3) Names of References

Two (2) work related and one (1) character

Eelŭnaapéewi Lahkéewiit (Delaware Nation) Administration Office 14760 School House Line, R. R. #3 Thamesville, Ontario NOP 2K0

Marked: CONFIDENTIAL – Family Community Development Coordinator

# Deadline:April 10, 2019 at 4:00 p.m.Interview Date:April 18, 2019 (tentative)

Pursuant to Section 16(1) of the Canadian Human Rights Act, Eelŭnaapéewi Lahkéewiit gives preference to First Nation applications.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note the selected candidate will be required to submit a current CPIC/Vulnerable Sector Search and consent to a background reference check.