



Eelūnaapéewi Lahkéewiit Job Posting

Family Community Development Coordinator

Delaware Nation Early Learning Centre

Location:

Eelūnaapéewi
Lahkéewiit Early
Learning Centre
14762 School House Line
R. R. #3
Thamesville, Ontario
NOP 2K0

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

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

Terms of Position:

Employment Term: Full-time, 35 hours/week, Short Term Contract, ending September 04, 2019

Salary: Commensurate with qualifications and/or experience

Hours 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

Eelūnaapéewi Lahkéewiit (Delaware Nation) Administration Office
14760 School House Line,
R. R. #3 Thamesville, Ontario
N0P 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, Eelūnaapéewi 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.