



**MÉTIS COMMUNITY SERVICES SOCIETY OF BC**  
147 Park Road., Kelowna, BC V1X 3E3  
Phone: 250-868-0351 Fax: 250-868-0359 Website: [www.mcsbc.org](http://www.mcsbc.org)

## **Position: Métis Early Years Manager**

### **Job Description**

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The primary goal of MCSBC is to build capacity within the Métis Community by promoting health, culture, spirit, and connection to Métis families.

The Métis Early Manager oversees daily operations of the MCSBC Early Years Department and out Headstart Program. The Manager will provide supervision and direction to Early Years staff including the team leaders, to ensure the goals and directives of the programs are met. You will supervise the planning, coordination, administration, management, field training and support to Métis staff who deliver the early years services. The Manager is responsible for day-to-day direction and follow up of referrals that come from the public and other professionals. The Manager is responsible for ensuring prompt delivery of preventative -based programming by Early Years Services programs staff to the client group. This may include getting involved in the supervision and direction of the Métis Family Service division to prevent Métis children from entering into care of the Ministry of Family and Child Development

Reports to the Executive Director

#### **Key Duties and Responsibilities:**

- Provides supervision and support for Early Years Workers and supporting staff (Métis Elder and program leaders and assistant) and ensure excellence in services provided.
- Ensure that services are strength based and built on the families' capacity to take care of their own children as well as directing their own service plans.
- Directs and monitors the delivery of the Early Years Services Program to ensure that services provided are reflective of an integrated case management/wrap around service approach
- Ensures that program standards and guidelines as well as policies and procedures of the agency are maintained



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- Ensure good communication between front line staff and management
- Facilitates and participates in weekly case management team meetings
- Oversees referrals, intake and discharge planning
- Supervise and oversees the day-to-day performance of the team members, including directing staff assignments and ensures that the delivery of services is coordinated and comprehensive to meet the goals and objectives of Early Years Service Program.
- Collaborates, designs and develops programs to address the needs of the local community
- Maintains effective working relationships with all agencies delegated to perform child protection services, including the Ministry of Child and Family Services, Indigenous Agencies, and community service organizations
- Supports team members in developing and facilitating early years service activities with children and parents attending the agency during drop-in times
- Support team members in developing and facilitating services that supports children and families Indigenous/Métis cultural practices

#### **Supervision: staff and program:**

- Provide leadership, guidance and direction to staff with regards to client needs assessment and service delivery mandates
- Coordinate with staff caseload management and referral of clients to the other appointed agency programs and services in the community
- Reviews and follows up on case work and practice approaches maximum standards of client care
- Establish and implement systems to monitor, review and evaluate the effectiveness and efficiency of the services
- Ensure that accuracy with the program and client records (i.e. client case recordings, statistical reporting) are maintained and that all pertinent recording is complete
- Ensure that client confidentiality and consistent procedures are maintained for the release of confidential client information
- Performs other related duties as assigned by the Executive Director

#### **Other duties;**

- Liaise with other agencies regarding the program, referral process and criteria for accessing programs



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- Network with key stakeholders in the community
- Assume additional projects/responsibilities/duties assigned by the Executive Director

### **Qualification, Education and Experience,**

- Minimum of five years experience in the field of Early Childhood Education Services, Infant/Child Development Services and Family Support Programs
- A degree In Early Child Development or Bachelor of Arts Degree in a related service field plus supervisory experience in delivering early infant/childhood education services and family support services or
- Early Childhood Education Certificates and Diplomas, plus supervisory training 3-5 years of supervisory experience in providing Early Childhood Education, Infant/Child development and family support services
- Demonstrate an expertise in child development with emphasis on infant/child growth and development
- Direct program delivery experience in the community social service sector with demonstrated working knowledge of family centered care, early intervention child development community-based programs
- Knowledge of Infant/Early Years Policies and Regulations and the Child , Family & Community Services Act, related legislation/policies, provincial and other governing systems

Job Types: Full-time, Permanent

Salary: **Competitive**

COVID-19 considerations:

MCSBC has developed a safety plan to gradually re-open the office and other programs to individuals that we serve. The plan is guided by the advice and direction given by the Provincial Health Office and WorksafeBC.