



# Employment Opportunity

*WFN fosters a workplace environment that is diverse, inclusive, collaborative, healthy, and reflective of syilx values and culture.*

## **Family Program Coordinator**

### **Who We Are**

Located within the traditional unceded territory of the syilx people, Westbank First Nation (WFN) is a progressive and prosperous self-governing First Nation. WFN is dedicated to promoting a healthy and prosperous future to ensure its continued existence as a strong political, social and cultural community.

Westbank First Nation values Equality, Honesty and Fairness, Respect, Integrity, Accountability and Transparency, Sustainability, Understanding, Confidentiality and Efficiency.

### **About this Opportunity**

Reporting to the Early Years Manager, the Family Program Coordinator is primarily responsible for coordinating programming for families with children under the age of six (6) years for daytime programs, daycare programs, and, up to age eleven, for evening programs in accordance with the principals of the Aboriginal Head Start On-Reserve program. This position is also key to incorporating cultural context and values into Early Years programs.

### **Want to know more? This position...**

- Organizes weekly evening and daytime parenting education and gatherings according to the needs assessment results
- Provides cultural programming, language, storytelling, and songs to groups at the daycare as assigned
- Coordinates and collaborates with other team members in creating curriculum-based programming
- Facilitates culturally appropriate parenting and support programs
- Supports Early Years team by offering cultural knowledge
- Coordinates and collaborates with the Food & Services Coordinator in regard to field trips and special occasions
- Incorporates the six components of a Head Start program into curriculum
- Communicates with families via newsletter, social media, phone, and WFN website, and other sources
- Provides direction and support to contracted nqilx<sup>w</sup>cn speakers, cultural keepers and Elders
- Provides direction and supervision to child care workers as needed
- Creates posters, advertisements, and other materials for the Early Years Programs
- Gathers and inputs statistic data into the Mustimuhw program; supports Early Years staff with the program
- Facilitates culturally appropriate parenting and support programs
- Supports and participates in various Community events, including parent conferences, children's programs, Siya celebration, and Early Years events
- Performs all duties and responsibilities in accordance with the Westbank First Nation policies, standards and procedures, and as directed by the Early Years Manager

*Community. Leadership. Pride.*

**Must Haves:**

- Certificate or Diploma in ECE, ECD, Human Services, or equivalent combination of education and experience
- Training in areas relating, but not be limited to: FASD, Disabilities, Ages and Stages, Growing Great Kids, Invest in Kids, Bringing Tradition Home, Sylix Traditional Parenting Program, Aboriginal PALS, Moe the Mouse, Granny and Grandpa, crafts, etc.
- Minimum of 3 years' experience working with families and/or children
- Program facilitation experience is required
- Curriculum development or theme development experience is required
- Outreach experience is preferred
- Experience in liaison with outside agencies and services
- Experience working in a First Nation Community is considered an asset

**Perks of Working at WFN:**

- Competitive compensation package including 3 weeks' vacation
- Extended Health Care (including Vision and Paramedical Services), Dental, Basic Life Insurance, Employee Assistance Program, and Health Spending Account
- Municipal Pension Plan membership
- Access to Big White Season Passes (Summer & Winter)
- Employee Recognition Program
- Access to LinkedIn Learning for Professional Development

**Application Details:**

To learn more about Westbank First Nation please visit our website at <https://www.wfn.ca>.

All applications must be submitted through our [Employment Opportunities](#) page. Ensure you attach your cover letter and resume. Incomplete or late submissions will not be accepted.

**This opportunity will close at midnight on Sunday March 5, 2023**