

“Looking for a **P**assionate Individual with a rich experience within Early Years Programming to Lead and Manage FRAFCA’s Early Years Team.”



Early Years Program Manager

Job post date:	22 February 2024
Reports to:	Executive Director & Director of Programs and Services
Classification:	Full-time, Indefinite
Salary:	\$ 35 per hour, 40 hours per week

- Job Type: Full-Time, Indefinite
- Qualification requirement: ECE Certified
- Education: DCS / DEC (preferred)
- Job Type: Full-time, permanent / long-term
- Salary: \$35.00 per hour (40 hours per week),
- Location: A101 – 10095 Whalley Boulevard, Surrey, BC V3T 4G1
- Schedule: 8 hour day shift (Monday – Friday)
- Benefits: Extended Health Benefits, Paid time off, on-site parking, wellness program

About Us:

The Fraser Region Aboriginal Friendship Centre Association is a non-profit organization that provides a diverse range of culturally safe and supportive services to Aboriginal people in Surrey and the Fraser Salish region. The Friendship Centre works from a decolonizing perspective, and as such, works to strengthen family bonds between generations and within the family.

About Surrey:

The City of Surrey is one of 21 municipalities in Metro Vancouver in British Columbia, Canada. We are located on the Lower Mainland on the south side of the Fraser River and share a border with the United States of America. Surrey is situated on the traditional, ancestral, and unceded territories of the Salish Peoples, including the ɁiɁəy̓ (Katzie), Ɂʷɑ:ɳłəɳ (Kwantlen), and Semiahma (Semiahmoo) land-based nations.

Position Summary:

The Early Years Program Manager is responsible for overseeing the development and efficient operation /delivery of the Friendship Centre's **AECD** (Aboriginal Early Childhood Development), **AIDP** (Aboriginal Infant Development Program) and **CAPC** (Community Action Program for Children) departments, in accordance with legislation, regulations, contractual commitments, Society policies and commonly accepted practice standards. Responsibilities include overseeing the day-to-day operations and staff assignments to ensure that the mandate and goals of the program and FRAFCA are met. The Program Manager is actively involved in the planning, development, and implementation of effective, efficient and culturally responsive services.

Why FRAFCA:

- Opportunity to work alongside cultural knowledge keepers & Elders.
- Holistic, culturally safe, approaches to serving our clients and community.
- Freedom to share and observe own cultural practices
- Access WorkBC Employers Training grants and other bursaries to fund training & other professional development.
- Extended Health Benefits Package (Medical, Dental, Travel) and Employee Assistance Plan after 3-months on continuous employment
- 10 annual paid sick/personal leave days
- Paid vacation days (up to 25 days based on years of service)
- Offices located along main transportation routes; main office by the Skytrain station.
- Parking available on-site

Your Duties:

Program Management:

- Oversees the day-to-day operations of the **AECD** (Aboriginal Early Childhood Development), **AIDP** (Aboriginal Infant Development Program) and **CAPC** (Community Action Program for Children) departments.
- Develops, implements, monitors, and evaluates all aspects of the program in order to ensure that client/staff/volunteer needs are met and that contractual obligations to Public Health Agency of Canada (PHAC), BC MCFD (Ministry of Children and Family) and other funders are fulfilled.
- Liaises with our PHAC funder, ensuring linkages are clearly developed and strong team relationships are maintained.
- Monitors program quality through supervision and group evaluation processes.

- Completes all statistical and annual reports within timelines meeting the required standards.
- Monitors and authorizes program expenditures and maintains financial records in accordance with established procedures.
- Determines program, resource/budgetary, operational, and organizational requirements for all new and existing programs within responsibility area. In consultation with their immediate supervisor and the Director of Finance, develops the annual program budget, implements and monitors expenditures and budget on an ongoing basis.
- Manages fiscal, staff and material resources of the program and makes annual budget recommendations.
- Develops comprehensive plans and strategies to achieve identified objectives.
- Ensures that program facilities are maintained in a manner that meets or exceeds all health and safety and Fraser Health licensing standards. Ensure that all WorkSafe BC Health & Safety standards are met and maintained.
- Ensures cases are managed within the generally accepted Case Management principles and in compliance with privacy regulations, MCFD working procedures, and accreditation standards.
- Annually reviews fiscal, staff and material resources of the program and makes annual budget and program improvement recommendations. Develops comprehensive plans and strategies to achieve identified objectives or to address areas needing improvement.
- Develops funding proposals in consultation with program staff, senior management, and funder.

Community/Partner Engagement:

- Plans and implements program outreach activities and special events in accordance with Mission, Vision and Values of the Centre, and program goals.
- Leads FRAFCA's involvement in planning for annual National Indigenous Peoples Day festivities.
- Promotes public awareness and support for the program's including promotional materials, hosting engagement sessions, and being an active member of community committees that are relevant to the programs managed.
- Liaises with service providers and professionals from other agencies to coordinate service provision, facilitate referrals to the program and represent the organization or program in external events.
- Delegate and support team members to engage with community, partners and potential partners.

Supervision:

- Recruits and selects program staff, volunteers, and practicum students, including orientation to the agency and program with assistance from the HR manager.
- Schedules, trains, and manages a multidisciplinary team, coaching staff on day-to-day basis, ensuring staff activities are culturally safe and aligned with the obligations of the contract, FRAFCA's Vision, Mission & Values.
- Manages front-line staff, including hiring, performance review, discipline, grievance resolution and discharge.

Qualifications:

Education and Experience:

- Bachelor's degree in early childhood care, human services, psychology, or one of the other behavioral sciences; Early Childhood Educator Certificate, or the equivalent of education and experience. Specializations in Infant and Toddler or Special Needs an asset.
- A minimum of 3 years of experience working with Aboriginal children in a licensed early childhood setting.
- A minimum of 2 year of experience in a supervisory role in the community non-profit sector.
- Maintain a clean criminal record check and vulnerable sector search.
- Must adhere to the organization's health and wellness plan.

How to Apply:

- Apply online at <https://fracfa.org/careers/careers/> (or)
- Email your resume and cover letter to hr@fracfa.org with subject-line: 'FRAFCA-BCACCS Application' (or)
- Submit your resume and cover letter at: A101-10095 Whalley Boulevard, Surrey, BC V3T 4G1

We thank all applicants, but only those selected for interview will be contacted. Applications will be accepted on a rolling basis. Open until a suitable candidate is found.

********Pursuant to S. 41 of the BC Human Rights code, preference may be given to Aboriginal Applicants.***

"We are committed to the National Truth and Reconciliation Calls to Action. FRAFCA is engaged primarily in promoting or serving the interests of Indigenous peoples, FRAFCA prioritizes employment to Indigenous peoples. Preference will be given to Indigenous applicants unless that

preference or employment would constitute a discriminatory practice under the Canadian Human Rights Act.”