



# Songhees Nation Job Posting

## Permanent full-time position

<b>JOB TITLE:</b>	HeadStart Coordinator		
<b>Reports to:</b>	Child and Family Services Manager	<b>Salary Scale:</b>	\$22.00 - \$25.00/hr
<b>Department:</b>	Heath and Social Services	<b>Deadline:</b>	May 15, 2023

### POSITION SUMMARY:

Songhees Nation is seeking an Indigenous HeadStart Coordinator. The HeadStart Coordinator is responsible for ensuring quality, inclusive childcare services are provided. They will develop and supervise procedures required for carrying out the policy, goals, and objectives of the board of directors and the Indigenous HeadStart Society. This individual will ensure that the program provides a nurturing, culturally sensitive and educational program for young children and families, as well as implements the six program components of Indigenous HeadStart.

### KEY RESPONSIBILITIES:

- Management of all aspects of the Songhees Nation Aboriginal HeadStart program.
- Tracks and manages budgets, complete reports to funders as well as Prepare monthly reports ensuring contract deliverables are being met, highlighting activities, and submitting new ideas.
- Familiarity with laws and standards pertaining to non-profit organizations, confidentiality, and childcare facilities.
- Ensure that the work of the HeadStart program is carried out expeditiously and consistently as per the vision, goals, mandate, objectives and policies of Songhees Nation and Head Start Association of B.C., recognizing the importance of confidentiality at all times.
- Work with children and families within the confines of family-centered practice and the six components of HeadStart and Ensure holistic and quality programming that empowers individuals to develop a sense of self and connection to Aboriginal culture and community.
- Oversee the coordination of integrated case management meetings for children within the HeadStart Program and have in-depth knowledge of the Community Care Facility Licensing Regulations.
- Ensures the Indigenous HeadStart provides an accessible, nurturing, culturally sensitive care and Ensure that all program decisions comply with BC Licensing regulations, HeadStart and Songhees Nation policies and procedures.
- education program for young children, consistent with the philosophy and guidelines stated in our policy and procedures manual and follows the AHS Principals and Guidelines
- Ensures that the Daycare is family-friendly and supportive while establishing and maintaining effective relations with partner stakeholders, funding sources and community.
- Assist in the development and support of a Parent Advisory Committee with parents of children in the HeadStart.
- Performs other duties as assigned.

### REQUIRED QUALIFICATIONS AND EXPERIENCE:

- A degree and/or relevant experience in a field related to early childhood development.
- Early Childhood Education certification is preferable.
- 2 years management/leadership experience in similar or same setting.

### Additional requirements:

- Valid British Columbia driver's license and access reliable transportation
- Must undergo a Criminal Record Check with Vulnerable section.

**Only candidates selected for an interview will be contacted.**

**Songhees Nation is committed to increasing the number of members working for the Nation. Hiring preference will be given to qualified candidates who are Songhees Nation members.**

*If you are excited by this opportunity and want to be a part of Songhees Nation's team, please apply online by emailing your cover letter and resume to:*

**Felicity Peters, Human Resource Manager**

**Songhees Nation Phone 250-386-1043 ext.114 Email: [Felicity.peters@songheesnation.com](mailto:Felicity.peters@songheesnation.com)**