



## Aboriginal Headstart Program Manager

### Position Summary:

The Manager will oversee the Aboriginal Head start (AHS) program which is a family-centered program designed to meet the individual needs of children and families physically, cognitively, spiritually, emotionally, and intellectually.

The Head Start program has been designed, developed and implemented around 7 components: Health, Nutrition, Parent and Family Involvement, Coast Salish structure and Hul q'umi'num language, Social Support, Education and Special Needs. You will be a member of an interdisciplinary team of early childhood professionals, working collaboratively to support the Early Childhood department and the families of the Cowichan Valley.

We provide children and families opportunities to enjoy nutritious snacks and meals, activities, circle, culture and language, and fieldtrips. This is a family participation program.

### Success profile:

What does it take to be successful working in Hiiye'yu Lelum's Aboriginal Head Start Program Check out the top traits we're looking for!

- **Organized:** Ability to process and organize electronic and paper documentation, information, and reports.
- **Personable:** A collaborative attitude, participating in the planning, developing, extending services, and promoting effective strategies to encourage a positive workplace atmosphere.
- **Critical Thinking:** Using logic and reasoning to identify strengths and weaknesses, alternative solutions, conclusions or approached to problems.
- **Social Perceptiveness:** Being aware of other reactions and understanding why they react as they do
- **Multitasker:** The ability to balance competing priorities, meet deadlines, and to work under pressure with supervision.

### Work that matters:

Are you looking to start a career where you create a community with healthy, happy children who are supported to reach their full potential and encourage all children to begin a life long journey of learning within a culturally supportive and safe environment? Our team is passionate about supporting children and their families.

### What you'll do:

Guide and facilitate culturally supportive activities of the children, including daily activities, field trips, selecting and arranging equipment and materials in the classroom.

- Maintain VIHA best standards of practice within the licensed Head Start facility.
- Provide information on the Head Start program to the community.
- Assist children in development of social and self-help skills, and sound nutritional practices.
- Attend staff training and meetings, and board and parent meetings as required.
- Ensure program compliance with codes of all provincial and local licensing agencies and grant requirements.
- Work in collaboration with the Hiiye'yu Lelum team around budgeting and timesheet approval for staff.
- Attend case management meetings, consultations as necessary.
- Observe children and provide suggestions for behavior management and education programming to meet the individual needs of all children.

- Arrange and facilitate regular meetings with staff and provide for mandated trainings and updates to policies and procedures.
- Establish and monitor regional systems and services that ensure program quality and compliance with Head Start Performance Standards.

**What you bring:**

- Degree/Diploma in Early Childhood Education with current License to Practice.
- Experience in design and delivery of training.
- Experience training, directing and supervising staff.
- Ability to handle stressful and sensitive situations in a professional manner.
- Have knowledge and experience in the philosophy and practices of Head Start
- Experience working with children in an ECE setting.
- Ability to develop and maintain a warm, caring, responsive relationship with children.
- Ability to establish and maintain supportive and collaborative relationships with families and staff.
- Ability to maintain a positive professional and non-judgmental attitude.
- Ability to adhere to Hiiye'yu Lelum policy and procedures.
- Knowledge and respect of Coast Salish culture, traditions and language is considered an asset.
- Experience working with First Nations communities is considered an asset.
- Valid BC Driver's License, Class 5.

**What's in it for you:**

**Hiiye'yu Lelum (House of Friendship Society) offers a competitive and comprehensive benefits package including:**

- **Annual Salary based on \$28-32/hour.**
- **Centre Hours Monday-Friday**
- **Excellent benefit package, including medical and dental and retirement plan**
- **Staff Development opportunities**
- **Positive team environment with the chance to make a difference for children and families**

***Pre-employment screening***

- *Employment is conditional upon completing pre-employment screening to ensure a safe and secure work environment in which students, staff, members, families, community, as well as resources, and assets are protected. All background checks, reference checks and criminal record checks are performed in accordance with Hiiye'yu Lelum HR Policy, protecting the integrity and confidentiality of information gathered during the evaluation*

*Hiiye'yu Lelum (House of Friendship) Society is an equal opportunity employer and encourages applications from all qualified individuals. Pursuant to S. 41 of the BC Human Rights code, preference may be given to Applicants of Indigenous, Métis, or Inuit heritage. We are interested in every qualified candidate who is eligible to work in Canada; however, we are not able to sponsor visas.*

*We thank you for your interest. Only those selected for an interview will be contacted*

*Deadline for application: March 15, 2023 by 4 pm*

*Submit resume and cover letter, stating which position you are applying for to:*

*Hiiye'yu Lelum, Box 1015, Duncan, BC V9L 3Y2*

*Or email to [ajack@hofduncan.org](mailto:ajack@hofduncan.org)*

*Or drop off at #106-5462 Trans Canada Highway*