Sample First Nation Aboriginal Headstart Coordinator Job Description

POSITION: **ABORIGINAL HEAD START COORDINATOR**

REPORTS TO: Director of Health

DIRECT REPORTS: None
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OVERALL RESPONSIBILITY
The position supports early intervention strategies to address the learning and developmental needs of young children in the community. The goal is to support early child development strategies that are designed and controlled by community.

KEY FUNCTIONS
1. Develop, plan, organize and instruct the Head Start Program Curriculum
2. Carry out health promotion programs; community education events; and plan individual and/or group workshops for families with children ages 0-5 years
3. Advocate and act as liaison for families
4. Conduct in-home visitations with families of children ages 0-5
5. Work cooperatively with health care team
6. Ensure program meets health and safety standards
7. Apply a case management approach
8. Manage crisis situations effectively
9. Manage program budgets
10. Promote and nurture human development and family dynamics and the needs of children
11. Promote community involvement in the development and implementation of programs and services.

QUALIFICATIONS
- Early Childhood Education Diploma or Degree
- Resource Infant/Toddler Care and Guidance Certificate
- Resource/Intervention Certificate
- A combination of infant, toddler or preschool teaching experience
- Five years of experience in the field of child care and management preferred
- Experience in managing a childcare centre is as asset
- Excellent interpersonal skills
- Experience in community program planning and community needs assessments
- Good administration and communication skills and knowledge of financial processes
- Ability to speak the language of the community is an asset

TERMS OF EMPLOYMENT
- Full-time permanent position
- Must be willing to submit to an oath of confidentiality
- Must engage in ongoing continuing education
- Willingness and ability to work after regular hours and/or on weekends when required