



**WESTBANK
FIRST NATION**

Community. Leadership. Pride.

WESTBANK FIRST NATION Employment Opportunity

THE FOLLOWING POSITION IS AVAILABLE WITHIN WESTBANK FIRST NATION. IN ACCORDANCE WITH SECTION 20.1 OF THE WFN CONSTITUTION AND SECTION 3.1 OF THE WFN PERSONNEL POLICY, PREFERENCE WILL BE GIVEN TO QUALIFIED WFN MEMBERS WHO APPLY FOR THIS POSITION.

TITLE: Aboriginal Infant Development Worker
SALARY: Commensurate with experience
DEPARTMENT: Early Years – Community Services
TERM: Full Time Term (4 years)

WFN BAND MEMBER PREFERRED

POSITION SUMMARY:

The Aboriginal Infant Development Worker is a fixed-term, grant-funded position primarily responsible for providing support and services to families with children aged 0 – 6 with a focus on birth to age 3.

DUTIES AND RESPONSIBILITIES:

- Support infants requiring additional assistance in cognitive, behavioral, or other areas of development
- Perform home visits to infant/pre-school aged children to assess their development
- Plan programs and activities to stimulate development and monitor progress in collaboration with parents; Implement and evaluate activities and experiences to meet goals and objectives
- Discuss the typical range for child's growth and development with parents and/or caregivers
- Assist parents in developing effective parenting skills that incorporate respect for cultural values
- Physically assist children through transition times in consultation with care givers
- Adhere to a family centered practice philosophy
- Provide support, resources, and services in a flexible, responsive, and individualized manner
- Provide information on programs such as well-baby clinics and prenatal classes as needed
- Maintain liaison with other health and social service professionals within WFN and the surrounding community
- Encourage and model social interaction with children in a family setting
- Provide culturally appropriate, daily experiences that support and promote the development of all children
- Provide curriculum based programming for the children to promote Okanagan culture and language, school readiness, health and nutrition, and social support
- Connect families with resources within the WFN community or with auxiliary organizations as required
- Manage and retain records pertinent to the program including daily notes and reporting
- Develop, monitor, and keep accurate documentation of activity plans for each child/family client
- Plan and facilitate programs for parents such as play groups or parenting programs and assist with current groups to develop relationships with other families thus reducing the incidence of isolation
- Follow policies and procedures as outlined by the Ministry and in accordance with licensing
- Prepare and provide nutritious snacks for the children as required
- Promote health and hygiene by following best practices
- Meet and greet parents and guests in a professional manner
- Communicate with parents and provide written and oral communication regarding all incidences both positive and negative
- Update professional qualifications in a timely manner
- Administer assessments (ex. Ages and stages, DAYC-2, language, etc.) as directed
- Perform all duties and responsibilities in accordance with the Westbank First Nation policies, standards and procedures, and as directed by the Manager
- Maintain confidentiality on all matters relating to the affairs of the Westbank First Nation and clients

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Infant Development Certificate/Diploma, Child & Youth Care, Early Childhood Education, or related humanities field
- Valid First Aid and Food Safe Certificate
- Training and/or certification in the following: Fetal Alcohol Spectrum Disorder, Autism Spectrum Disorder, Invest in Kids, Growing Great Kids, Positive Parenting, Child Development
- Minimum three years' experience working with families with small children
- Mature individual who demonstrates assertiveness, effective interpersonal communication skills, and the ability to work cooperatively with colleagues
- Ability to work independently with little direction
- Responsive and respectful of cultural, ethnic, and socio-economic status

- Valid BC driver's license, acceptable drivers abstract, and reliable transportation with business insurance
- Acceptable Criminal Record Check with Vulnerable Sector Search
- Is of good character, has the personality, ability and skills necessary to work with children, and is a positive role model who makes healthy life choices
- Ability to work a flexible schedule
- Adhere to policy of confidentiality regarding clients
- Reliable and self-motivated
- Demonstrates willingness to continue training as required

A competitive salary and benefits package is offered. Funding for this position is grant-dependent throughout the term of employment. Further information can be obtained at www.wfn.ca by navigating to the Human Resources page (*Departments>Human Resources*) or by visiting the *Employment Opportunities* tab located in the top right hand corner of the homepage.

Interested applicants should email an [application form](#), [cover letter](#), and [resume](#) by **Friday, May 13, 2016**. **Please reference #16-5 and indicate clearly in your covering letter where you saw this posting and how your experience and qualifications meet the requirements of the position.**

Incomplete and/or late submissions will not be accepted

Recruitment/Training & Development Coordinator
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