



**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.

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**TITLE: Early Years Centre Assistant**  
**SALARY: Commensurate with experience**  
**DEPARTMENT: Early Years – Community Services**  
**TERM: Full Time Term (4 years)**

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**\*WFN BAND MEMBER PREFERRED\***

### **POSITION SUMMARY:**

The Early Years Centre Assistant is a fixed-term, grant-funded position primarily responsible for coordinating and facilitating activities for the Westbank First Nation Early Years Centre. The position involves the development of key connections with the broader community and liaise work to provide a comprehensive array of services to clients.

### **DUTIES AND RESPONSIBILITIES:**

- Coordinate required branding and reporting with the provincial Early Years Office and in consultation with the Early Years Manager
- Participate in Early Years network training, meetings, and teleconferences as required
- Balance innovative and tailored information and services to local needs while maintaining a level of consistency with the network of branded BC Early Years Centres
- Create a three year strategic plan for the center
- Participate with Human Early Learning Partnership (HELP UBC) to meet evaluation requirements
- Communicate, exchange, and provide information on childcare and family programs with the community
- Develop beneficial connections with colleagues, clients, and others by creating positive and productive relationships
- Create partnerships with external agencies to provide services for clients
- Facilitate training for families, staff, and others as required
- Initiate the development of programs and services as required and in consultation with the Early Years team
- Provide information and/or linkages that support young children transitioning to Kindergarten
- Assist families in accessing early intervention information, referrals and/or services
- Promote and support quality programs and services
- Strive to offer convenient access to services for all families with young children through co-location and outreach (or online if required)
- Collect, correlate, and disseminate information regarding all facets of Early Years programming to staff, clients, and others as required by using the WFN newsletter, website and/or social media
- Offer parenting support information to ensure the social and emotional wellbeing of children and families
- Identify, initiate, and deepen relationships with community stakeholders
- Initiate meetings, surveys, and other communication to receive feedback from the community
- Coordinate fund raising activities to support Early Years programs
- Support the Early Years Manager by completing relevant projects and/or administrative duties as assigned
- Collaborate with Kelowna Early Years Center to bridge services for support of common clients and to ensure cultural safety
- Complete reporting as required and in consultation with the Early Years Manager
- Perform all duties and responsibilities in accordance with the Westbank First Nation policies, standards and procedures and as directed by the Early Years Manager
- Maintain confidentiality on all matters relating to the affairs of the Westbank First Nation and clients served

### **QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

#### **Required**

- Certificate/Diploma in Humanities/Social Work/Child and Youth Care, Education or related field
- Early Childhood Development leadership certification or equivalent preferred; A combination of education and work experience will be considered
- Competent computer skills: Word, Excel, Outlook, PowerPoint

- Minimum of 3 years working in Human Services Field and working with children and families
- Minimum of 20 hours training in Child Development
- Previous community development experience
- Knowledge of community resources and agencies
- Understanding of human development and family dynamics
- Skilled in cultural safety practices and proven experience delivering sessions
- Demonstrates an exemplary life style
- Flexible with a willingness to work weekends or extended hours if required
- Excellent communication (oral and written) and interpersonal skills are essential
- Acceptable Criminal Record Check with Vulnerable Sector Search
- Valid BC Driver's License with acceptable drivers abstract and reliable transportation

**Preferred**

- Community Development Certification
- Previous experience working with Mustimuhw
- Experience working in a First Nation Community is considered an asset
- Valid First Aid Certification

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](http://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 #16-3 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\***

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