



KYAH WIGET EDUCATION SOCIETY

Wit'suwit'en Child & Family Center
205 Beaver Road, Suite 2
Smithers, BC. V0J 2N1

Phone: 250-847-2244 ext. 330 Email: charmayne.nikal@kyahwes.ca

JOB POSTING

Posted: March 13, 2024 **Closes:** March 28th, 2024

POSITION: Healthy Families community coordinator
SALARY RANGE: \$23 - \$30 Commensurate with Qualifications and Experience
SUPERVISOR: Wit'suwit'en Child and Family Center Manager
HOURS: 35 hrs. a week **TERM:** Full-time **LOCATION:** Witsset First Nation

Job Summary: The Healthy Families community coordinator will be responsible for planning and the delivery of individually appropriate services to families of infants, children and youth. While working with other agencies and professionals.

DUTIES:

- Home visits
- Developmental screenings and assessment tools – ASQ
- Make appropriate referrals for children and their families
- Play groups with infant and their families
- Parent workshops for life skills
- Serve as a resource for clinics, parenting groups and appointments
- Maintain accurate records and work plans
- Other responsibilities as required

QUALIFICATIONS, SKILLS, EXPERIENCE:

- Infant development program certificate or diploma, CYC, ECE training or equivalent.
- Able to work in a home visiting program environment, applying principles of family-centered practice with Witsuwit'en cultural knowledge
- Minimum of three years' experience working with children and their families
- Strong interpersonal communication skills

KNOWLEDGE and ABILITIES:

- Mature individual who demonstrates confidence, assertiveness, effective interpersonal communication skills and the ability to work cooperatively with all ages from children to elders
- Able to work independently; reliable and self-motivated

- Maintains professional standards of practice protecting confidentiality of families
- Has reliable transportation and valid driver's license
- Demonstrates the willingness and ability too successfully complete education programs, trainings and in-service education
- Has basic computer skills, including Microsoft word and outlook

OTHER:

- 3 current work-related references will be required
- Successful applicant will be subject to a criminal record review

Applicants can submit their **resume and cover letter by March 28th, 2024**. We thank all applicants for their interest, however only those selected for an interview will be contacted.

All resumes and cover letter are to be sent to:

Wit'suwit'en Child and family center

Attention: Charmayne Nikal

Suite 2 – 205 Beaver Road

Smithers, BC

V0J – 2N1

Phone: 250-847-2244 ext. 330

Email: charmayne.nikal@kyahwes.ca