



## Licensed Aboriginal Head Start Coordinator

### Job Description

Employment Type: Full Time

Hours Per Week: 37.5

Working Hours: 7.5 hr. shift between 8:00 a.m. – 5:30 p.m.

Type of Child Care: Licensed Full-time Aboriginal Head Start 3 – 5-year-olds

Position Start: Immediately

### About Us!

Vancouver Aboriginal Friendship Centre Society originated in the late 50s because of the will and needs of peoples who were leaving Indian Residential Schools without any supports or means to survive. Today the society is still devoted and continues to work with the Urban Aboriginal Population through this current unprecedented pandemic. The Society manages twenty-three programs and services through three location in Vancouver.

The Friendship Centre at 1607 East Hastings VAFCS is a community-led organization creating an Aboriginal Head Start group licensing childcare program for twenty, three- to five-year-old-children that will embody the unique Vancouver Urban Aboriginal Community and the cultures of these families. VAFCS is currently seeking an individual connected with Indigenous community, highly organized, and self-motivated to work with us!

### Position Summary: Aboriginal Head Start Coordinator

The Aboriginal Head Start Coordinator (AHSC) will be the lead member of the VAFCS Aboriginal Head Start team.

The AHSC will work cooperatively with VAFCS Director of Programs. The AHSC is responsible for ensuring the work of the Head Start program is carried out expeditiously and consistently as per the vision, goals, mandate, objectives and policies of the VAFCS and Head Start Association of B.C.. The role of the AHSC includes program planning and development, community and public relations, contract reporting, financial tracking and reporting, service delivery (working directly with child, families & staff min. 15 hours/wk) and participation in hiring and human resources functions.

### Point of Contact:

- (a) Aboriginal children and families,
- (b) Early childhood educators,
- (c) Elders,
- (d) Community and health support (e.g. HIPPY, ASCD)



**Qualifications:**

Minimum Valid ECE Certificate (formerly known as License to Practice)

**Experience:**

- Experience working with and/or leading teams, including training and orientation of procedures and operations
- Broad and extensive knowledge/skills in administrative functions including Microsoft Office
- Management or supervisory experience pertaining to a child care facility
- Understanding of social, economic, and political issues affecting Aboriginal communities
- Firsthand knowledge of Aboriginal philosophies and values of varied cultures and traditions
- Firsthand Knowledge of the lived Shared Aboriginal experience and how culture influences the development of individuals and communities
- Comprehensive understanding of BC's Community Care Facility and Assisted Living Act and BC's Child Care Licensing Regulations
- Demonstrated goal setting, critical thinking, problem solving and organizational skills
- Ability to comply with policies and procedures regarding privacy, confidentiality, record-keeping, and reporting

**Years Experience Required:**

Supervision: 5 years (Required)

Licensed Child Care Setting: 5 years (Required)

Administration: 3 years (Required)

**Other requirements:**

- Successful completion of a Vancouver Police Department, Vulnerable Person Sector Check
- Must have a valid BC Driver's License
- Valid Emergency Child Care First Aid with CPR/AED Certification or equivalent
- Resume and 3 professional employment related references (upon request)

**Only shortlisted candidates will be contacted. Please submit your resume and a copy of License to Practice/Certificate via email to [etvese@gmail.com](mailto:etvese@gmail.com)**

**Position is open until filled.**

*VAFCS gives preference in hiring to qualified people of Aboriginal Ancestry*