



DENISIQI SERVICES SOCIETY Employment Opportunity

Infant Development Coordinator
Full time Permanent Position

POSITION SUMMARY:

The Infant Development Coordinator works under the supervision of the Family Care Manager and within the context of a multi-disciplinary agency. Primary responsibility is to provide leadership and expertise to a team of Early Childhood Development workers and provide program coordination as well as support services to clients and their families. Services are delivered in both Williams Lake and the Chilcotin as needed.

PRIMARY DUTIES AND TASKS:

- Highly resourceful team-player, with the ability to be extremely effective as a leader,
- Support program areas including but not limited to Infant Development, Supported Child Development, and Early Child Development,
- Ability to effectively work with program staff, Ministry staff, community groups and other agency professionals, as well as families,
- Demonstrate well-developed planning, organizing, administrative and decision-making skills,
- The ability to develop culturally relevant Individual and Family Service Plans,
- Determine intervention strategies and oversee the on-going implementation,
- Support families, provide assistance, and advocacy as required,
- Assist in coordinating support services for clients as required,
- Perform on-going assessment/ screening, evaluation, and reporting,
- Advocate for additional services and interventions for families,
- Provide assistance, mentorship and training to the Early Years staff as needed,
- Monitor the delivery of services, review files, provide assistance, and carry a case load as needed,
- Participate in furthering the agencies mission, vision, and goals.

Qualifications:

- Degree in Early Childhood Education, Infant Development, or Child & Youth Care Required.
- Education or experience in management or administration and experience in program management and staff supervision required.
- Minimum three years of experience in program development, implementation, delivery, supervision of staff, and program evaluation.
- Extensive knowledge and understanding of Tsilhqot'in, and Ulkatchot'en culture.
- Valid Class 5 driver's license; willing to travel; clear criminal record.
- Ability to work independently, good organizational, time management skills and computer skills.

For more information about this posting, please contact: christa@denisiqi.org

Salary \$44.16

Closing Date: 4:30 pm Nov 30, 2023 for first round of interviews then open till filled.

Please submit resumes, with references, and cover letter:

Attention: Christa Smith
By post: Denisiqi Services Society
240B North Mackenzie Avenue
Williams Lake, BC V2G 1N6
By e-mail: christa@denisiqi.org
By fax to: 250-392-6501

Note: Pursuant to section 41 of the BC Human Rights Code, preference will be given to applicants of Aboriginal ancestry.

Only short-listed applicants will be contacted.