



Hagwilget Village Council – Health Services

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## **Job posting for Head Start Coordinator**

Job Title: Head Start Coordinator

Department: Health

Job Summary: Reporting to the Health Director, the Head Start Coordinator is responsible for the development and delivery of the Hagwilget Village Head Start program. The coordinator must provide programming for children aged birth to six years of age and their families while following best practices of the BC First Nations Head Start six components. The coordinator is responsible for the administration of the program including budgeting, staff supervision, reporting and planning. The coordinator is also required to work with the children in different environments and programs; outreach home visiting in the child's home, organizing community events, organizing field trips, organizing workshops for parents.

Qualifications:

- Early Childhood Education Diploma or Certificate
- Criminal Record Check and medical clearances
- Valid Child Safe First Aid; CPR; Food Safe
- Compliance with immunization program – immunization record required
- Ability to connect positively to a child-centre program including family and community involvement
- Demonstrated experience in supervisory position and ability to managing budgets
- Ability to work with families as an advocate and referral source
- Strong time management and administration skills
- Must have a strong understanding of Gitksan & Wet'suwet'en culture and language, or a strong willingness to learn
- Must be flexible and able to act in a calm manner in fast paced situations
- Knowledge of child care licensing regulations

To apply please submit cover letter, resume and three written references to: [jobs@hagwilget.com](mailto:jobs@hagwilget.com)

Applications will be accepted till: May 31, 2023 or until filled

For more information please contact: [healthdirector@hagwilget.com](mailto:healthdirector@hagwilget.com)