



**Sipekne'katik First Nation**  
**Job Posting - Aboriginal Head Start Program Coordinator**  
**Deadline: Jan. 20, 2023**

**General Description:**

The Aboriginal Head Start Coordinator will be required to plan, organize and administer the Aboriginal Head Start Program and also be responsible for providing parent supportive services and liaise on behalf of families. This will include but not limited to a Tiny Tot session(s). This position will report to the LSK principle as required and when required the Director of Operations.

**Duties include:**

- Ability to identify and provide resources for children with special needs
- Must demonstrate creative problem-solving abilities sufficient to navigate unique situation, dynamics and logistics
- Maintain positive public relations with families and community.
- Knowledge in parenting program.
- Work with partners in community
- Provide supervision and direction to Aboriginal Head Start staff.
- Ensure that the Aboriginal Head Start program meets health and safety standards.
- Ensure the Aboriginal Head Start Program maintains level of qualification equivalent to a provincial Daycare Licensing.
- Oversee culture activities, health promotion programs, community education events and planning individual and/or group workshops for families with preschool age children.
- Effective conflict resolution and problem-solving skills and ability to work under pressure
- Knowledge of Aboriginal language, history and traditions
- Exceptional communication skills
- Able to lead a multifunctional team
- Ability to Adjust communication tactics to effectively communicate and establish a rapport with a variety of client personalities.
- Knowledge in Daycare licensing and accreditation to be able to meet the standards
- Knowledge in child development
- Promote an environment of equality and necessary accommodations as needed.
- Must abide by the Sipekne'katik Human resource policy.
- Other related Duties as required by supervisor

**Qualifications:**

The Support ECE must have the following requirements:

ECE Level 2 or 3 is preferred

SECE can be Level 1 or school-age approval

A minimum of 3 years of recent experience with pre-school aged children in a group setting

This position includes health, dental, life insurance and pension benefits.

Please apply with a resume, cover letter, vulnerable sector check, child abuse registry and three work references to:

**Human Resource Manager**

Email [employmentapplication@sipeknekatik.ca](mailto:employmentapplication@sipeknekatik.ca)

Or

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 1W0