



Stó:lô Nation Human Resource Office
Building #7-7201 Vedder Road
Chilliwack, BC V2R 4G5

July 23, 2010

EXTENDED
EARLY CHILDHOOD DEVELOPMENT (ECD) SUPERVISOR
(EXTERNAL)

Stó:lô Nation, one of the leading employers in the Fraser Valley with offices located in Mission and Chilliwack, requires the services of an **Early Childhood Development (ECD) Supervisor** to fill a vacancy with the **Health Services Department**. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. Please self-identify on your cover letter or resume.

The ECD Supervisor oversees the operations of the Central Head Start Preschool and Family Program; West Region Head Start and Mission Aboriginal Family Place and the Stó:lô Nation Daycare program. The position's Key Result Areas are the following:

- a. Preparation of all administrative reports and documentation
- b. Management of all program budgets, expenditures and contract files
- c. Supervision, guidance and training of Head Start and Family Program Coordinators
- d. Coordinating program activities and community events and guest speakers
- e. Ensuring all Licensing regulations for Daycare and Preschool are adhered to
- f. Exploring other funding opportunities and developing funding proposals
- g. Developing links with Stó:lô bands, community services and other early childhood organizations
- h. Conducting program evaluation and community based evaluations
- i. Performing all other duties as so directed by the Health Manager

This position reports to *Health Manager and/or Supervisor of Education and Services*. The successful candidate will work out of the Western (Mission) and Central (Chilliwack) regions. Some travel may be required for this position. Based on services needs the department reserves the right to relocate workers within the service delivery area.

QUALIFICATIONS/REQUIREMENTS:

- Must have a post secondary Degree in Child and Youth or Social Services
- Must have knowledge and experience in the following: administering Family programs, working with Aboriginal Head Start programs and working with the Ministry of Child Family Development Programs.
- Knowledge and appreciation of Stó:lô culture and other Aboriginal Culture; with the understanding how culture impacts the development of young children would be *an asset*
- Demonstrates effective leadership qualities, interpersonal and communication skills.
- Demonstrates ability to: build strong positive relationships with all Aboriginal communities, parents, children and other Health related agencies and employees
- Supervise and support staff; complete administrative documentation; write concise reports; and promote and represent Stó:lô Nation Health Services Department.
- Computer literacy required - MS Office
- **Successful candidates will be required to provide the following if screened in for an interview:**
 - Proof of education documentation
 - References: Three names and phone numbers of recent supervisors
 - Must possess and maintain a valid Class 5 BC Drivers' License
 - Must successfully pass the required pre-employment RCMP Criminal records Check

SALARY RANGE:

Will be based on qualifications and experience

TYPE OF POSITION:

Full-time with benefits; subject to a 6 month probationary period and planned performance evaluations

APPLICATIONS DEADLINE:

Friday, July 30th 2010 at 4:00 PM

Candidates will be screened according to the qualifications/requirements. **Interested candidates are required to submit a resume and covering letter.** Please include position title on subject line. Send to:

Sto:lo Nation Personnel Department
ATTN: Crystal Schmitz, HR Officer
Bldg. #7, Floor #2 – 7201 Vedder Road
Chilliwack, BC V2R 4G5
Email: jobs@stolonation.bc.ca
Fax: (604) 824-5342

For more information about this and other employment opportunities, visit www.stolonation.bc.ca

We regret that we will only respond to those applicants chosen for an interview. An eligibility list may be established from this posting. The eligibility list may be used to fill future term or permanent positions. We thank all applicants for their interest.