



Position title: Early Year Visitor – Watson Lake
Type: Full time term
Closing date: Wednesday, May 22, 2024

Preference will be given to citizens of the Liard First Nation and people of Indigenous ancestry.

The Yukon First Nation Education Directorate Early Years Team is seeking a self-motivated individual who is passionate about children's early years and family connection to join our small team in Watson Lake. Early Year Visitors take a holistic approach to infant, toddler and family supports; providing those support new parents – parents, caregivers, their infants and toddlers by providing routine home visits and delivering, wrap around cultural and family support programming. Our Program builds on community strengths and cultural context to enhance parenting and early learning opportunities which is known to result in better health, well-being and learning outcomes for children.

The YFNED is partnered with the Martin Family Initiative (MFI); a charity that works alongside First Nations, Inuit and Métis People in Canada to help foster Indigenous children and youth's education and wellbeing. The MFI Early Years is an innovative evidence-informed program model that seeks to honour parents as their children's first teachers, support healthy pregnancies and infancy and successful service navigation.

For more information including qualifications please visit the job description. Note: All workers must complete *Understanding the Early Years* a 45-hour course within three months of hire. An acceptable pre-employment RCMP Security Clearance with vulnerable sector clearance; Standard First Aid & CPR, valid Class 5 Yukon Driver's license, personal transportation and an acceptable Driver's Abstract are required.

Salary: \$68,835 per annum based on a 75 hour biweekly

Benefits: YFNED offers competitive salaries, paid leave, a comprehensive cost shared extended health & dental program, the option for participation in an RRSP share plan and more.

Duration: One-year full time term; with possible extension subject to continued funding

For more information about this opportunity, please contact Mary Jane Oliver, Rural Early Year Coordinator at Mary-Jane.Oliver@yfned.ca

For more information about our organization, this and other positions at YFNED, as well as how to apply please visit www.yfned.ca/jobs.

Applications are to be sent to Human Resources hr@yfned.ca

We thank all who apply and will be in contact only with those we wish to consider further.



Job Description

Position Title: Early Years Visitor

Department/Unit: First Nation Education- Early Years Initiative
Watson Lake, Yukon

Supervisor: Rural Coordinator- Early Years

Description Date: June 2021

Summary: Reporting to the Rural Coordinator, the Early Years Visitor is responsible for delivering programming to families in a culturally sensitive manner, to promote and facilitate healthy pregnancies and enhance parenting capacity and early learning opportunities for infants and toddlers. Practice will be adapted to meet family needs while maintaining recommended practices.

The Early Years program builds upon community strengths and cultural context to enhance parenting and early learning opportunities which is known to result in better child health, well-being and learning outcomes for children at school entry and life. Recognizing parents are the first and best teachers of their young ones, the Early Years initiative program empowers parents and caregivers, offering tools and support to uplift the families through the early years, enhancing language development and overall school readiness.

Duties & Responsibilities:

1. Develop and maintain supportive relationships with mothers and other primary caregivers, introducing learning activities from the Early Years Toolbox to respond to infant/toddler interests and developmental stages.
2. Active Early Years program promotion and support to participants. Encourage and empower moms, dads and primary caregiver involvement by providing opportunities to participate and support their toddler's involvement in culturally inclusive and age appropriate programming. Promote parental and primary caregivers to set and attain goals, participate and look after both themselves and their children in healthy, culturally appropriate ways.
3. Provide weekly home visits with pregnant moms and/or families with children under 6 months of age, and continued visits until the child(ren) are 2 years old to assist with pre and post-natal care and support.

4. Plan, coordinate and deliver regular (e.g., weekly) community specific group gatherings for moms, babies, dads, families and caregivers.
5. Work to identify, plan, prepare and deliver educational, wellness and other information sessions at group events that respond to family needs and preferences. Promotes culturally inclusive and responsive support through information sharing and program promotion.
6. Service navigation which includes:
 - Being knowledgeable of, and assisting parents with services and interventions available in the community, including referral protocols, scope of services of allied agencies and criteria for participation.
 - Making appropriate referrals with informed consent to other service providers in community and surrounding areas.
 - Serving as a source of information regarding community resources and assists with referrals to public or private agencies with appropriate follow-up, and
 - Facilitates participation in other services and interventions as required.
7. Works with supervisor and colleagues to ensure the needs of the children, families and communities are identified and supported, without duplication of programming or service.
8. Adheres to YFNED records & information management standards, and ensures the collection and use data and client information is for the purposes for which it is intended. Maintains client records and ensures the collection and use of data is used to ensure meaningful outcomes for families and children.
9. Participates and contributes as a member of the team in staff meetings, attends professional development workshops and other trainings as approved/required.
10. Other related duties and responsibilities as requested by supervisor.

Accountabilities:

- Maintaining a positive and effective working relationship with parents/guardians, partners and other professionals, which promotes trust, partnerships and respect and professionalism.
- Collaboration with colleagues, knowledge keepers, respecting varying view points and contributions.
- Modelling appropriately with parents, caregivers and children through encouragement, listening, in building and maintaining appropriate relationships, with the goal of enhancing early years for individual (toddler, parent, caregiver) personal and life success.
- Providing appropriate advocacy for families; working to ensure effective programming and supports are available to enable success and to promote cultural well-being.
- Promoting First Nation (Indigenous) teaching, practices and world views with respect to pre and post natal care and child rearing.

Working Conditions:

- This position will be working indoors in an office, and regularly in the homes or community locations (e.g., school, daycare, FN Administration building) with moms, children and other family members. Work occasionally occur in other locations to facilitate programming and larger group events. Some work may occur on the land.
- The position requires the incumbent adhere to safety protocols with regard to working in the homes of participants., as there are elements of risk involved in the work (E.g., sanitary conditions of homes, substance use, exposed to feces (baby), vomit, and infections such as colds and influenza.
- Flexible work schedule is necessary to provide programming and family support.
- Overtime must be pre-authorized in advance by the Manager or designate.
- May be exposed to a level of emotional need and stress, and spiritual stress will be experienced where individual experiences and choices may conflict with the values of the incumbent.

Qualifications:

- Post-secondary diploma in early childhood development, elementary education or a related academic field is preferred;
- Experience working with infants, toddlers and families in programming, preferably in First Nation community;
- Knowledge of maternal and infant health, parenting education and concepts of child development;
- Knowledge of and experience with home visits is an asset;
- Experience implementing and leading events, workshops and learning opportunities focused to young moms, babies, toddlers and caregivers.

An awareness of educational, cultural and social issues affecting First Nations in Yukon is required for success.

Persons of Canadian Indigenous ancestry have hiring preference.

Competencies:

In addition to the knowledge and experience required to perform the duties of the position, the following skills and abilities are required:

- Ability to communicate effectively and diplomatically, both verbally and in writing, with parents/caregivers, other professionals, co-workers, knowledge keeper, other agencies and organizations.
- Ability to build and maintain trust and cooperation of others.
- Ability to work effectively and contribute as a member of team.
- Ability to work independently, demonstrated organizational skills to effectively support a number of families (scheduling, daily reporting and prioritizing is necessary).
- Ability to problem solve to determine appropriate course of action and solutions.
- Ability to handle sensitive and complex situations with sound judgment, tact and discretion.

- Demonstrated ability to work with sensitive information and to maintain confidentiality.
- Cross cultural awareness, sensitivity and understanding.
- Computer competence and proficient in the use of computer programs/applications (i.e. Microsoft Word, Excel, data entry).
- The ability to work in a First Nation Language is an asset.

Additional Requirements: Acceptable RCMP Security Clearance and vulnerable sector check. Valid class 5 Drivers license and acceptable driver's abstract. First Aid and Food Safe Level 1 within 6 months of starting. TB Clearance and immunization record may be required for Yukon Childcare Act compliance. Completion of *Understanding the Early Years* 60-hour course within three months of hire is required.

Signatures: The information contained above on this job description has been designated to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to the job. Job duties are subject to change based on organizational needs.

Incumbent: I have read the foregoing job description and understand it is a general description of the duties assigned to the position occupied by me.

Signature: _____

Date: _____

Supervisor: I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.

Signature: _____

Date: _____

Executive Director: I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.

Signature: _____

Date: _____