



## Early Years Journey Together Project Coordinator

### Job Description

#### **PURPOSE:**

The Early Years Journey Together Project Coordinator (EYJT Project Coordinator) will provide culturally appropriate programming and resources for the families and caregivers of children aged 0-6 years of Mitaanjigamiing First Nation.

#### **ACCOUNTABILITY:**

The EYJT Project Coordinator will report directly to the Ganawendaasowin Supervisor, will abide by the policies and procedures of Mitaanjigamiing First Nation and will be required to attend all staff meetings, community gatherings, meetings, events, and relevant training and workshops.

#### **DUTIES:**

- Deliver individualized programming in a variety of learning settings such as groups, dyads, and one to one;
- Make data-based decisions on program planning for clients so as to enhance family centered engagement;
- Meet set performance metrics while maximizing hours;
- Independently identify supports and barriers to learning for each family and bring this information for consideration on a day-to-day basis;
- Actively engage in parent coaching, deliver family centered workshops, and coordinate transfer of learning;
- Child Care experience with understanding of the New Child Care and Early Years Act, 2014
- Play based programming implementation and knowledge of Anishinaabe practices and customs is a desirable quality
- First Aid/CPR “C” Certification
- Excellent interpersonal, written and verbal skills
- Strong computer skills and knowledge of MS Office applications

**QUALIFICATIONS:**

- Must have Grade 12
- Outstanding organizational capacity;
- Strong attention to detail and organization, ability to handle multiple projects and priorities in a professional and timely manner;
- Self-starter and proactive approach in resolving problems and issues;
- Strong computer skills (MS Office: Outlook, Word, Excel and PowerPoint) and ability to learn new database systems required;
- Excellent interpersonal and communication skills;
- An ability to display a high level of initiative;
- Demonstrated ability to work effectively in a team setting;
- Knowledge of technology solutions for children with autism;
- Must be available to work flexible hours including evenings and Saturdays;
- Must be able to travel, or work at another site as required;
- A valid Ontario driver's license is required as well as access to a personal vehicle.
- Demonstrated ability to communicate effectively with a broad range of people including parents, caregivers, and children
- Demonstrated understanding of First Nation's culture and values
- Ability to work as an effective team member
- Positive attitude and capacity to act as a healthy lifestyle role model
- Ability to speak and understand Ojibwe would be an asset
- Ability to travel and attend training relevant to the position

**TERMS AND CONDITIONS:**

- Must provide a vulnerable sector check that is satisfactory to the Mitaanjugamiing First Nation;
- Must be willing to work evenings and weekends in order to meet the needs and times of all community members.