



KWAKIUTL BAND JOB POSTING

Job Title: Outreach Support Worker
Department: Kwakiutl Band Infant Development Program
Reports to: Carole Ford, Early Childhood Development Coordinator

JOB DESCRIPTION

Employment Type: Part-time

Hours per week: 20 – 30

Position Start Date: ASAP

Details

We are currently seeking an ***Outreach Support Worker*** for the Village of Tsakis on Northern Vancouver Island. The Outreach Support Worker will provide assistance to families with young children. Specifically, the **OSW** will work directly with families who need extra support in a variety of areas. This individual will assist children and families providing general support to the whole program to ensure effective inclusion.

Position Responsibilities:

- Work under the supervision of the Early Childhood Development Coordinator in the Kwakiutl Band Infant Development Program
- Establishes and maintains supportive, collaborative, relationships with families
- Physically and emotionally able to carry out the duties of the OSW
- Perform a variety of duties to assist families in the care of their children
- Understands and adheres to all childcare licensing regulations / legislation
- Strong interpersonal, written, oral, communication skills
- Builds and maintains positive / open communications with parents
- Collaborates with various community service providers and other stakeholders
- Refer Families to various community services as necessary
- Initiates and completes projects on time in a self-directed fashion
- Other duties as assigned by the Early Childhood Development Coordinator or her designate
- Maintains strict confidentiality with a positive, professional, non-judgmental attitude

QUALIFICATIONS:

- Minimum 2 years work experience in a childcare setting
- Valid ECE Certificate, Special Needs License to Practice (or currently attending a post-secondary institution to acquire an ECE Certificate and/or Special Needs)
- Some knowledge of the philosophies in First Nations early childhood settings
- Clear, vulnerable criminal record check
- Valid first aid certificate
- Food Safe
- Team-player with a desire to help others
- Very organized, flexible & willing to pitch-in where help is needed
- Willing to perform other duties as assigned by the Early Childhood Development Coordinator or her designate
- Provide 2 letters of reference
- Complete a TB test

Knowledge of Kwakiutl Band culture and traditional territory an asset

Application accepted until April 16, 2025

Submit letter of application and resume to:

**Carole Ford
Kwakiutl Band Council
PO Box 1440
Port Hardy BC
V0N 2P0**

**Email: frhs@kwakiutl.bc.ca
Fax: 250-949-6066**