**Program Coordinator (Aboriginal Early Child Development, Aboriginal Infant Development/CAP-C)**

The (AECD/AIDP/CAP-C) Program Coordinator reports to the Executive Director and is responsible for planning, implementing, and evaluating community-based support for Early Childhood Development (AECD)Aboriginal Infant Development services to Aboriginal children and families living in urban locations. The coordinator works to support the team while they work to provide supports and services for children from preconception to age 6 and their families to address FASD prevention. The team promotes healthy pregnancy and infancy, as well as, family and helps clients in accessing community supports. The identified goals of the programs are to provide families with access to a range of culturally appropriate prevention and intervention services that promote positive parenting and increased families capacity to effectively parent. Connecting families with formal and informal community supports, and the coordinator will be held responsible for the following:

RESPONSIBILITIES

- Manage team operations by directing and supervising staff activities including scheduling of individual and group activities,

- Regular monthly reporting to funding agency and the Kermode Board.

- Network and jointly plan with community children and family focused programs successful implementation of effective prevention strategies through media, community events, Aboriginal cultural events, workshops, etc

- Develop and deliver the identified objectives and deliverables identified in the annual work plan with AECD/AIDP program staff.

-Coordinate the delivery of services, including development of resources and service networks.

-Provide a pregnancy outreach program that will provide guidance and emotional support for effective parenting.

- Work independently and as part of a team to provide individual clients and families with education, support and assistance.

- Maintain accurate case files and case management plans.

- Prepare and facilitate presentations/workshops.

- Work co-operatively and collaboratively with the Community Partners, community agencies, Aboriginal community members, and professionals.

QUALIFICATIONS

- A Post Secondary degree in a field related to child development or the equivalent in a social or Human Studies discipline.

- Demonstrated project management/staff supervision.

- Demonstrated experience in program and proposal development.

- Experience working with Aboriginal communities and/or non-profit organizations.

- Standard First Aid certification.

REQUIREMENTS:

- Successful completion of a Clear Criminal Records Check

-Valid class 5 driver’s license and reliable vehicle with an ability to get Business Insurance

Applicants must apply in writing and include a cover letter, resume to

[hr@kermodefriendship.ca](mailto:hr@kermodefriendship.ca)