

**Fraser River All Nations Aboriginal Society
Job Posting**

Program:	Fraser River All Nations Aboriginal Society (FRANAS)
Position:	<u>Early Years Program Manager</u>
Contract:	Full Time
Rate of Pay:	Commensurate with education and experience

POSITION SUMMARY:

The Early Years Program Manager is a dynamic individual who is self-directed, strengths based and passionate about Indigenous culture-centred early years programs and services. A demonstrated understanding of Indigenous history, cultures, traditions, socio-economic realities and an ability to create cultural safety is required. Experience delivering Indigenous wise practices to early years programs and services is a key competency of this position.

The Early Years Program Manager is responsible for leadership, development, implementation, program oversight and management of Aboriginal Infant Development, Aboriginal Supported Child Development, Child and Youth Special Needs Guide, and Aboriginal Early Childhood Development programs according to contractual obligations and under the direction of the Executive Director. The Early Years Program Manager ensures planning, implementation and day-to-day operations of the programs is carried out in a professional and efficient manner with attention to confidentiality and in compliance with the FRANAS mission statement, goals and objectives, policies and philosophy.

QUALIFICATIONS:

- University Degree in a related field with 2 years experience in a program manager role. An equivalent combination of education and related experience may be considered
- Assets include: ECE certificate/diploma with post basic infant/toddler and special needs certificates, infant development, supported child development certificates/diplomas, CYC or FNCYC diploma or degree, understanding of infant/toddler assessment tools
- Experience and knowledge of issues related to early years programs and administration of MCFD contracts
- Knowledge of Indigenous community and historical background
- Knowledge of trauma-informed practices
- Networking and public speaking abilities
- Demonstrated working knowledge of related community and provincial programs and support
- Experience in report writing and required contractual administrative duties
- Knowledge of leadership and management principles as they relate to non-profit/ voluntary organizations
- Knowledge of current community challenges and opportunities relating to the mission of the organization
- Microsoft Office, E-mail, Internet
- Valid Class 5 BC drivers licence and own reliable transportation; willing to obtain business insurance and liability coverage
- Driver's Abstract required
- Criminal record check and review is a requirement of all employees of FRANAS.
- Valid First Aid certificate within 90 days of employment

KEY COMPETENCIES: adaptability; behave ethically; build relationships; communicate effectively; focus on client needs; foster teamwork; lead, manage programs, staff and budgets; make decisions; organize; solve problems

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KEY RESPONSIBILITIES/DUTIES:

Leadership

- Lead the transition of MCFD funded early years programs to FRANAS
- Represent the agency in program transition meetings
- Ensure that Indigenous knowledge, world views and values inform processes, systems and day to day activities
- Represent FRANAS at community activities and meetings
- Create a culturally safe environment for staff and families
- Foster effective team work with staff
- Assist ED with administrative tasks as needed

Program Planning and Management

- Implement the approved transition work plan for early years programs
- Oversee the planning, implementation and evaluation of early years programs
- Write program descriptions and proposals for MCFD and ED approval
- Develop program policies and procedures for each program
- Develop forms and formats required for each program
- Monitor the day-to-day delivery of the early years programs and services
- Responsible for collecting and reporting information required for MCFD
- Maintain a record and information system/file management system
- Develop and maintain referral, intake, assessment and waitlist management systems and tools.
- Ensure that personnel and client files are securely stored and privacy/confidentiality is maintained

Human Resources Planning and Management

- Implement human resources policies, procedures and practices and develop/revise job descriptions for early years positions
- Establish a positive, healthy and safe work environment in accordance with legislation and regulations
- Recruit, interview and select staff; employee performance reviews, disciplinary action if required

Financial Planning and Management

- Work with ED to prepare program budgets
- Approve expenditures within the authority delegated by the ED and Board
- Administer program funds according to the approved program budgets and monitor monthly cash flow
- Provide the ED with comprehensive, regular reports on the expenditures of the programs

Community Relations/Advocacy

- Communicate with stakeholders to keep them informed about programs and services and to identify changes in the community served by the Society
- Establish good working relationships and collaborative arrangements with community partners to help achieve the goals of FRANAS programs and services

Please email your cover letter, resume and salary expectations attention to HR Committee: hr@franas.org

Under Section 25 of the Constitution Act and Section 16 (1) of the Canadian Human Rights Act preference will be given to Indigenous applicants. Only short-listed candidates will be contacted.