



Sioux Valley Dakota Nation
Employment Opportunity
Parent Involvement Worker
Sioux Valley Daycare
Full-time, Permanent

POSITION SUMMARY: Reporting directly to the Early Years Director, the Family Involvement Worker is responsible for developing, implementing, co-ordinating parent/caregiver meetings, workshops, fundraising, etc. in order to ensure that our Early Years objectives are being met, The successful incumbent must have a flexible schedule.

DUTIES INCLUDE:

- Work in conjunction with the Early Years program staff and deliver a program to meet the needs and resources for Early Years Parent/caregivers and their children
- Possess computer skills and computer programs, deliver basic computer lessons to parent/caregivers on resume writing, newsletter editor, etc
- Schedule home visits with families, keeping accurate information, assessing family needs, developing a reporting system for parent/caregivers
- Develop and organize Parent Advisory Committee meetings
- Be knowledgeable of Indigenous Culture (Dakota) and practices i.e.: sweats, smudging, naming ceremonies, and sacred medicines, etc
- Be able to accompany or set up Aboriginal events, feasts, or attain an elder's help traditionally
- To be able to learn and incorporate the Dakota language with staff, children and families on a daily basis
- Attend any job-related professional development opportunities whenever possible considering budget restraints and work schedules
- Report activities pertaining to the programs at scheduled staff meetings
- Perform other duties as requested by Early Years Director
- Keep a daily log of home visits and signatures of families visited as well as times.
- Develop, deliver and organize parent/caregiver meetings, fundraising, workshops etc
- Relay pertinent information on children and families to appropriate staff
- Always maintain confidentiality pertaining to children and their families
- To have access only to personal information regarding children and parent/caregivers that pertains to the job title
- Perform other position related duties as required

QUALIFICATIONS:

- Maintain a valid Manitoba Class 4 Drivers License and reliable vehicle
- College or University Certification in Early Childhood Education or working to obtain this criteria
- Applicants must possess a School Bus Driver and/or School Bus Operators Certificate
- Strong verbal and written communication skills. organizational and time management
- Strong Teamwork, interpersonal, analytical, and observation skills
- Strong decision making, problem solving, conflict resolution and crisis intervention skills
- Experience in children's programming or services, working with children 0-5 years and families
- First Aide and infant CPR Certification and Food Handlers Certificate
- Successful completion of Criminal Record Check and Vulnerable Sector Search & Child Abuse Registry Check, or proof of submission

Competition Number: 2022117

APPLICATION DEADLINE: Open Until Filled

Submit Cover letter and Resume indicating Competition Number:
Human Resources Department
Sioux Valley Dakota Nation
P.O. Box 38
Griswold, Manitoba R0M 0S0
Phone: 204-855-2760 Fax: 204-855-2131 E-mail:
hrapplications@svdngovernance.com

We thank all who apply but only those selected for an interview will be contacted.