

Tłchq Government Job Description

Job Title: Healthy Families Program Coordinator
Department: Early Childhood
Reports To: Manager of Early Childhood & Family Programs
Location: Gamètì.
Job Status: Full Time
Job Description Updated: January 29, 2025

Purpose

The Healthy Families Program Coordinator is responsible for the planning and implementation of the Healthy Families Support Programs in Behchokò consistent with the multidisciplinary model of service delivery that supports the Tłchq Government Early Years Strategy and Framework and the GNWT Daycare Act and Regulations and addresses the specific needs of the communities served.

Scope

Reporting to the Manager of Early Childhood & Family Programs, the Healthy Families Program Coordinator is accountable for: coordinating family drop-in play programming, including preschool programs, nutrition and support services to program participants and managing the administration of Healthy Families Support Programs.

Duties and Responsibilities

Under the direction of the Manager of Early Childhood Programs, the Healthy Families Program Coordinator:

- 1) Participate in the planning, implementation, evaluation and strategic direction of the Tłchq Government Early Years Strategy and Framework and the GNWT Daycare Act and Regulations and responsive to the specific needs of communities by:
 - a) Participate in the delivery of a need's assessment for the programs;
 - b) Consult with community partners about service delivery gaps;
 - c) Work with the Manager of Early Childhood Programs and other program staff in the region to develop service strategies and initiatives including: work plans, budgets, timelines and responsibilities;
 - d) Execute approved operational and work plans; and,
 - e) Execute evaluations and gathering information from program participants and community members to inform the evaluation.

- 2) Coordinate the provision of education, nutrition and support service programs:

- a) Plan and implement activities to meet the physical, emotional, intellectual and social needs of the children and families in the program;
 - b) Provide nutritious snacks and providing advice about nutrition;
 - c) Ensure equipment and the facility is clean and well maintained and safe at all times;
 - d) Provide weekly and monthly schedules of activities;
 - e) Develop culturally appropriate programs and activities;
 - f) Familiar with emergency procedures;
 - g) Practice current child and family development best practices;
 - h) Plan activities that encourage both child directed and adult directed participation; and,
 - i) Participate in the planning and delivery of drop in play learning opportunities/ parent workshops that encourage healthy child development and positive parenting; and,
 - j) Deliver pre-school programming as community needs.
 - k) Follow established policies and procedures including acceptable disciplinary policies;
- 2) Maintain program administration:
- a) Register and orient parents and children;
 - b) Keep parents informed of program expectations, and program activities;
 - c) Develop and maintain current, accurate and confidential client files;
 - d) Develop daily activity plans;
 - e) Use established communication systems to share information;
 - f) Maintain confidentiality in all communication; and consulting with community resources and services when appropriate;
 - g) Monitor of the budget for Healthy Babies & Children Support Programs;
 - h) Purchase supplies and materials within established spending limits;
 - i) Develop monthly and yearly statistics about number of participants, cost of equipment and supplies and maintenance; and,
 - j) Prepare activity and year-end reports.
- 3) Supports Daycare and Early Childhood Programs as directed by supervisor.
- 4) Performs other related duties and activities as required

Supervisory Responsibilities and Latitude

The Healthy Families Program Coordinator has no supervisory responsibilities. He/she reports to and takes direction from the Manager of Early Childhood & Family Programs. The incumbent must follow government established legislation, policies and procedures.

Education Knowledge and Skills

The Healthy Families Program Coordinator is expected to have the following education, work experience and skills (equivalencies will be considered):

- Diploma and or certificate in Early Childhood Education, health, social sciences, and four to five years of related work experience or an equivalent combination of education and experience
- Ability to obtain a Criminal Record Check with a Vulnerable Sector, and an immunization record.
- Excellent written and oral communication skills
- Excellent organizational skills, and computer skills required (spreadsheet, word processing, database and internet)
- Proven ability to work effectively with a multidisciplinary team
- Proven ability to manage simultaneous tasks and set priorities
- Demonstrated ability to work independently as well as part of a team
- Demonstrated ability in group facilitation, and conflict resolution
- Previous program management including planning, implementation and evaluation
- Previous experience in preparing and managing budgets
- Good understanding and commitment to Tłıchǫ cultural values and way of life
- Ability to speak the Tłıchǫ language is an asset
- Familiarity with the Tłıchǫ Agreement and Tłıchǫ Constitution.

Working Conditions and Effort

Physical Demands

The Healthy Families Program Coordinator is expected to demonstrate the following abilities:

- Ability to lift and carry children and equipment as well as sitting on the floor in on child sized furniture
- Willingness to come in contact with children who may be ill and/or contagious

Environmental Demands

The Healthy Families Program Coordinator is expected to work in the following environmental conditions:

- Busy and occasionally noisy
- Exposure to cleaning chemicals and solutions and to blood and other body fluids
- Smells associated with toileting and children who may be ill

Mental Demands

The Healthy Families Program Coordinator is expected to demonstrate the following mental capabilities:

- Ability to make effective decisions and solve problems under stressful conditions
- Work in stressful conditions where there are multiple activities and situations happening at once.
- Ability to handle accidents and emergencies at any time.

Confidentiality

The incumbent may gain knowledge of personal and/or confidential information. The incumbent will not use for his/her own benefit or gain, or divulge to any persons, firm, company or other organization, any confidential information gained as a result of this position.

Certification

Dated this _____ day of _____, 20__	
_____ Employee's Printed Name	_____ Supervisor's Printed Name
_____ Employee Signature	_____ Supervisor's Title
_____ Date	_____ Supervisor's Signature
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.