

# Employment Opportunity

**Siksika Health Services** is a not-for-profit organization which provides Primary Care and Community Wellness support. The facilities are used by our Proud Siksika Nation Members and our friendly surrounding communities. We are a very enthusiastic, empowering and encouraging team. Our **Mission** is to strive for accountable efficient services delivery and our **Vision** is to proactively provide quality and holistic health care.

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<b>Organization:</b>	<b>Siksika Health Services</b>
<b>Title:</b>	<b>HEAD START COORDINATOR</b>
<b>Location:</b>	HEAD START BUILDING
<b>Reports to:</b>	COMMUNITY WELLNESS TEAM LEADER
<b>Posted Date:</b>	<b>Friday, September 2, 2022</b>
<b>Deadline:</b>	<b>OPEN UNTIL FILLED</b>
<b>Annual Salary:</b>	\$38,122.50 - \$51,031.50
<b>Position Status</b>	FULL TIME

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## POSITION SUMMARY

The Head Start Program Coordinator will be responsible for the overall coordination and administration of the Head Start Program, staff and facility management. Will collaborate and network with other local health program areas that will assist in meeting the individual needs of the Head Start children. This position will also be responsible for the implementation of project activities and parenting meetings that will enhance and promote the Head Start Programs' overall goals and objectives.

### Responsibilities include, but will not be limited to:

- Administers, coordinates, plans, implements and supervises the Head Start Program and staff
- Responsible in leading the staff in the development and implementation of the Head Start curriculum
- Conduct operation in a manner consistent with the requirements of the contribution agreement, regulations, and funding documents
- Ensure the development of program financial plans and budgets including the cash flow and expenditures, funding documents, annual work plans, program inventory and quarterly reports to the funder, First Nation Inuit Health Branch (FNIHB) are submitted to the Team Lead for review
- Advocates and provides early childhood development awareness activities for children and their families
- Develop a database of community resources to provide supporting services to Head Start families
- Recruit, screen and enroll children into the program

### MINIMUM QUALIFICATIONS:

#### Education and Experience:

- Early Childhood Development Diploma
- Class 5 Drivers License
- Minimum of two (2) years in a preschool setting
- Minimum of two (2) years in a management setting

#### Knowledge, Skills and Abilities:

- Demonstrate strong leadership abilities.
- Excellent team worker.
- Self-motivating, detail-oriented, organized and efficient.
- Strong interpersonal skills
- Excellent written and verbal communication skills

#### Requirements:

- Driver's License and reliable transportation
- Must have a Criminal Record and Vulnerable Sectors check requirement
- Moderate ability to speak the Blackfoot Language and knowledge of Siksika culture
- Moderate knowledge of the philosophy and issues regarding the delivery of First Nation health care

**FOR ADDITIONAL INFORMATION OR TO APPLY, PLEASE SUBMIT YOUR RESUME, COVER LETTER, EDUCATION DOCUMENTS & CRIMINAL RECORD CHECKS TO:**

**SIKSIKA HEALTH SERVICES**  
Human Resources Department  
[Recruitment@siksikahealth.com](mailto:Recruitment@siksikahealth.com)  
(403)734-5685

**All documentation must be received to be granted an interview.**

