



Malahat Nation

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CHILD & FAMILY SUPPORTS COORDINATOR: EARLY YEARS FOCUS

REPORTS TO	Child & Family Supports Program Lead	START	October 2025
COMPENSATION	\$ 33.39 per hour – \$34.39 per hour (NEE: 15) <i>* the above rates subject to education and / or experience or a combination of both.</i>	STATUS	1 - Fulltime Permanent up to 30-hours per week

Malahat Nation represents approximately 350+ members with two reserve lands located on the western shore of Saanich Inlet, south of the village of Mill Bay, about 40-kilometres north of Victoria, British Columbia. Malahat Nation is looking for the right candidate to join our Early Learning Child & Family Supports team! We are looking for fun, energetic, dependable and organized staff. Our staff are offered a pension and benefits plan, and opportunities for professional growth and development.

PURPOSE: Reporting to the Child and Family Support Program Lead, the Child and Family Support Coordinator will work collaboratively with the Early Learning Child & Family Supports (ELCFS) team to provide support, resources and workshops to build healthy families. Learners can expect to participate in culturally responsive play-based learning activities. Parents and caregivers discover new ways to support children's learning at home while making valuable connections with others in the community. A strong focus on supporting 'Early Years' in a diverse way of learning. *This position works in office with flexible work hours including evenings and / or weekends as needed, with local to moderate travel required.*

RESPONSIBILITIES:

- Establish and maintain effective working relationships with the Indigenous Nations who represent the children and their families
- Establish and maintain effective working relationships with the Malahat Nation community
- Plan and implement workshops, programs and training opportunities for children and families including but not limited to culture and language, health promotion, educational programs, and play groups, etc.
- Work collaboratively to plan and implement programs i.e. food security, parent support groups, after school groups, spring and summer programs etc.
- Work collaboratively with outside agencies including but not limited to: Kwumut Lelum Child and Family Services Early Years Prevention Team, the local School District Early Years Team, Aboriginal Infant Development and Sundrop Child Development etc.
- Participate in meetings with ELCFS team, Indigenous community partners, and parents
- Develop and implement specific strategies to solve issues and challenges affecting 0 – 6-years of age children well-being within the family
- Assist families with household management, facilitate their role in the planning process, and support their participation in community resource networks
- Assist and support families in accessing resources and supports located at Malahat Nation and in the broader community
- Coordinate sustainable community resources to support the early development of children
- Promote and facilitate access to formal and informal support networks, such as relatives and friends, peer group, kinship/foster parent organizations, and/or community resources, schools and service agencies
- Connect and work collaboratively with local elders for support on building healthy families
- Transport and support children or families to and / or from appointments safely in authorized vehicles
- Other job-related duties as assigned

REQUIRED EDUCATION AND EXPERIENCE:

- Early Childhood Education (ECE) Certificate, Diploma in Child Development or related field required
- CPR and standard First Aid training is mandatory (*Malahat Nation will support in obtaining if you are the successful candidate*)
- Criminal Record Check (CRC) including vulnerable sector is required
- Valid Class 5 BC Driver License with Driver Abstract is required

OTHER EDUCATION AND EXPERIENCE:

- 1+ years experience working with Indigenous communities preferred specifically families and children 0 – 6 years of age in a collaborative environment
- Familiarity or willingness to learn about Malahat culture, customs, and traditions including but not limited to Hul'q'umi'num Language

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Indigenous culture including land-based activities, spiritual understanding, importance of collaboratively working with our elders and familiarity with community preferred
- Knowledge and understanding of United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and Declaration on the Rights of Indigenous Peoples Act (DRIPA)
- Demonstrated effective time management and organizational skills
- Demonstrated knowledge of community and agency resources
- Demonstrated ability to establish and maintain respectful relationships with children, youth, and adults while assisting them in development of interpersonal, communication, and essential skills
- Demonstrated ability to show tact, courtesy, and discretion in dealing with children and families maintaining strict confidentiality in the course of duties
- Demonstrated knowledge of issues and challenges of working with at risk children, youth, and families
- Demonstrated ability to prepare and maintain reports, records, statistics and case files
- Demonstrated written, oral, and interpersonal communication skills
- General knowledge of Microsoft Office Suite programs including basic computer skills and data entry
- Must be physically fit and able to meet the physical components of the job requirements i.e. participate and interact with children based on program needs, ability to lift and carry children up to 40lbs, etc.
- Must be able to work flexible hours (*up to 3-evenings per week and a minimum of 1-Saturday per month*) as needed

Interested applicants are invited to submit a current resume, a detailed cover letter and three references. Please reference the 'Job Title' in the 'Subject Line'.

Human Resources Department, Malahat Nation
In person, fax 250-743-3251 or via email

EMAIL: careers@malahatnation.com

WEBSITE: <https://malahatnation.com/jobs/>

DEADLINE: Recruitment Open Until Position Filled.