



# Membertou

WELCOMING THE WORLD!

## **EMPLOYMENT OPPORTUNITY**

**Job Title:** Membertou Early Years Visitor  
**Position:** Full Time – 1 Year Term – (Renewal Based on Funding)  
**Start Date:** September 2024  
**Department:** Health  
**Salary Range:** Based on qualifications and experience

### **Purpose of Early Years Visitor:**

Reporting to the [Maternal Child Health Supervisor/Community Health Nurse](#), the Early Years Visitor is responsible for delivering programming to families in a culturally sensitive manner, to promote and facilitate healthy pregnancies and enhance parents and caregivers' capacity and early learning opportunities for infants and toddlers. This results in better child health, well-being and learning outcomes for children at school entry and life.

### **Duties & Responsibilities:**

- Develop and maintain supportive relationships with parents and other primary caregivers, introduce conversations and learning activities from the Early Years Toolbox to respond to family and infant/toddler interests and developmental stages.
- Provide opportunities to participate and support the child's involvement in culturally inclusive and age-appropriate programming.
- Provide weekly home visits with pregnant moms and/or families with children under 6 months of age to assist with prenatal and post-natal care and support and continued visits until the child(ren) are 3 years old.
- Plan, coordinate and deliver regular (e.g., monthly) community specific group gatherings for families.
- Identify, plan, prepare and deliver educational and information sessions at group events that respond to family needs and preferences. Promote the program.
- Service navigation:
  - Assisting parents with services and interventions available in the community.
  - Make referrals to other service providers in community and surrounding areas.
  - Inform parents/caregiver about community resources and assists with referrals to public or private agencies with follow-up.
  - Facilitating participation in other services and interventions as required.
- Work with supervisor and colleagues to ensure the needs of the children, families and communities are identified and supported.
- Maintain client records and ensure the collection of data is used to ensure meaningful outcomes for families and children.
- Participate and contribute as a member of the team in staff meetings, attend professional development workshops and other trainings as approved/required.
- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Maintain and improve Membertou's Quality Management System and Accreditation Canada Standards as it relates to job related duties and/or department.
- Adhere to the policies and procedures including those that relate to patient safety, staff safety and risk management.
- Other department related duties as requested by Supervisor and Director of Health.

### **Accountabilities:**

- Maintaining positive and effective working relationships with parents/caregivers, partners and other professionals. Collaborating with colleagues, Elders and Knowledge Keepers.
- Building and maintaining relationships with parents, caregivers and children. Advocate for families. Promote cultural well-being through effective programming and supports.
- Promoting First Nation (Indigenous) teachings, practices and world views with respect to pre- and post-natal care and child-rearing.

### **Working Conditions:**

- Office work and in the homes of parents/caregivers with children and family members.
- Some work may occur on the Land, i.e., large group events.
- Adhere to safety protocols when working in the homes of participants.
- A flexible work schedule is necessary to provide programming and family support.

### **Qualifications:**

- Grade 12 or Equivalent
- Post-secondary diploma in early childhood development, elementary education or a related academic field is preferred.
- Experience working with infants, toddlers and families in programming, preferably in First Nation community.
- Knowledge of maternal and infant health, parenting education and concepts of child development.
- Knowledge of and experience with home visits.
- Experience in implementing workshops focused to young moms, babies, toddlers and caregivers.
- An awareness of educational, cultural and social issues affecting First Nations in Nova Scotia.

### **Required Competencies:**

- Ability to communicate effectively both verbally and in writing, with parents/caregivers, other professionals, co-workers, Knowledge Keepers, other agencies and organizations
- Ability to build and maintain trust and cooperation of others
- Ability to work effectively and contribute as a member of team
- Ability to work independently and in an organized manner to effectively support a number of families.
- Ability to problem solve to determine course of action and solutions
- Ability to handle sensitive and complex situations with sound judgment, tact and discretion
- Ability to work with sensitive information and maintain confidentiality.
- Cross cultural awareness, sensitivity and understanding.
- Computer competence and proficient in the use of computer programs/applications (i.e. Microsoft Word, Excel, data entry)
- Valid Drivers' License and access to a vehicle.
- Recent criminal record check and vulnerable persons check.
- Ability to speak Mi'kmaq is considered an asset.

*Preference is given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences of the Canadian Human Rights Commission.*

### **To Apply:**

Submit your cover letter and résumé to:

Membertou Human Resources Department  
**Attention: Richard Stevens**  
47 Autwen Ma'sl Awti  
Membertou, NS B1S-2P5

Or via E-mail to: [jobs@membertou.ca](mailto:jobs@membertou.ca)

**DEADLINE FOR APPLICATIONS:    Friday August 30<sup>th</sup>, 2024 at 1:30 PM AST.**

*Thank you for applying, however, only those selected for an interview will be contacted.  
Membertou reserves the right to pause, extend or revoke this posting at any time without notice.*