



## **NEZUL BE HUNUYEH CHILD & FAMILY SERVICES IS RECRUITING!**

### **Early Years Assistant – Tsibalyan T’o Nak’azdli Full-Time (35 hrs/wk), Fort St. James**

Nezul Be Hunuyeh is a Delegated Aboriginal Agency serving the communities of Nak’azdli Whut’en, Binche Whut’en, and Tl’azt’en Nation. We recognize that the Nezul Be Hunuyeh head office is located on the shores of Nak’al Bun (Stuart Lake) on the Nak’azdli Territorial lands of the Dakelh peoples. Our Agency offers inclusivity, opportunities for growth, and opportunities for Cultural learning.

We are offering an opportunity to become part of the Nezul Be Hunuyeh team as an Early Years Assistant. Under the supervision of the Children Services Manager, the Early Years Assistant will assist the Early Years Coordinator to provide caregiver education and support at the Tsibalyan T’o Program.

#### **Key Areas of Responsibility**

- Assist in the development, planning and implementation of early childhood and parenting programing for a family drop-in program.
- Develop supportive relationships with program participants
- Grocery shop and prepare nutritious meals adhering to a program budget
- Maintain documentation reflecting daily activities, work plan implementation and reporting requirements
- Collaborate with Nezul Be Hunuyeh staff
- Participate and assist as required at Nezul Be Hunuyeh staff meetings, events, and activities
- Transport family participants as required

#### **The Successful applicant will demonstrate:**

- The ability to establish successful helping relationships with program participants
- The ability to work successfully both as a member of the Nezul Be Hunuyeh teams as well as independently
- Proficiency in the use of computer programs
- Strong written and interpersonal communication skills
- Knowledge of Dakelh Culture, awareness of Dakelh history and knowledge of the communities served by Nezul Be Hunuyeh
- A holistic understanding of Early Childhood needs. Early Childhood education and/or experience is an asset.

Applicant must agree to a Criminal Record Check and have a valid Class 5 Driver’s License.  
Indigenous ancestry is an asset

### **PLEASE SUBMIT RESUME AND COVER LETTER TO:**

NEZUL BE HUNUYEH CHILD & FAMILY SERVICES  
PO BOX 1180  
700 STUART DRIVE WEST  
FORT ST. JAMES, BC V0J 1P0  
TEL: 250.996.6806 FAX: 250.996.6977  
EMAIL: [HIRING@NBH.CA](mailto:HIRING@NBH.CA)  
**Closing Date: May 19, 2023 @ 4:00pm**