



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

### **Early Years Assistant, Tache – Fort St. James, British Columbia 12-month Term, Full-Time (35hrs – 5 days/wk.)**

Nezul Be Hunuyeh is an Indigenous Child & Family Service Agency serving the communities of Nak'azdli Whut'en, Binche Whut'en, and Tl'azt'en Nation. We recognize the head office of Nezul Be Hunuyeh is located on the shores of Nak'al Bun (Stuart Lake) on the Nak'azdli Territorial lands of the Dakelh peoples. Under the supervision of the Manager of Childrens Services, the Early Years Assistant will assist the Early Years Coordinator in providing caregiver education and support to families, parents, and caregivers who belong to the communities served by Nezul Be Hunuyeh. This is a 12-month term position with a possibility of extension. A full job description is available upon request.

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

- ✚ Assist in the development, planning and implementation of early childhood and parenting programming for a family drop-in program.
- ✚ Establish collaborative and supportive working relationships with program participants, Nezul Be Hunuyeh staff, member Nations, and other community service providers
- ✚ Transport family participants as required
- ✚ Participate and assist as required at Nezul Be Hunuyeh staff meetings, events, and activities
- ✚ Assist with Planning, development, and maintenance of youth programming in member communities.
- ✚ Maintain documentation in accordance with NBHCFSS policies

#### **Preferred Qualifications**

- ✚ Have relevant post-secondary education in Early Childhood; equivalent combination of training and relevant experience may be considered
- ✚ Demonstrate holistic understanding of early childhood needs
- ✚ Possess cultural competency in working with Dakelh children, families, and communities
- ✚ Work independently and collaboratively building effective interpersonal relationships
- ✚ Ability to plan, organize, and manage time
- ✚ Reflect and interpret the Agency Vision, Mission, and Core Values in their work with enthusiasm and commitment
- ✚ Be proficient in the use of computer programs as well as oral and written communication
- ✚ Have knowledge of Dakelh Culture and the communities served by Nezul Be Hunuyeh

Applicant must agree to a Criminal Record Check and have a valid Class 5 Driver's License.

Indigenous ancestry is an asset.

**Competitive Compensation  
(\$23.73 - \$29.26 hourly)**

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

NEZUL BE HUNUYEH CHILD AND FAMILY SERVICES

P.O. BOX 1180 - 700 STUART DRIVE WEST

Fort St James BC V0J 1P0

Telephone: 250-996-6806 Fax: 250-996-6977

Email: [hiring@nbh.ca](mailto:hiring@nbh.ca)

**Closing date: June 25, 2024, 4:00 pm**

**We thank all applicants for applying in advance; only those selected for an interview will be contacted.**