



LBN Early Years Outreach Support Worker

Casual Position October 2026-March 2027

Position Title:	Lake Babine Nation Early Years Outreach Support Worker
Department:	LBN Early Years
Reports To:	Katherine Blackwell
Hours:	0-35 hours per week

At Lake Babine Nation, we believe that through good governance, we will ensure all members have a healthy, traditional, and prosperous future. Our commitment to respect, honesty, tradition, and health and wellness helps enable a strong community and brings a rich culture to Lake Babine Nation as a workplace. Our commitment to excellence creates the opportunity for an empowering and rewarding career with the Nation.

JOB SUMMARY

The Outreach role provides quality, supportive and encouraging care and support in the children and families in the program, specifically: plans, carries out, and assess culturally safe and developmentally appropriate activities and experiences in harmony with the centre's philosophy.

DUTIES & RESPONSIBILITIES

These duties and responsibilities are intended to give an overview of this position's regular activities and are not intended to create barriers or limits. Additional duties and responsibilities may be assigned as necessary.

Operations

- Follows the schedule of general activities or operations of the program
- Organizes, participates and or partners with other services to deliver workshops or events for families in community
- Seeks ways to involve the family while acknowledging their strengths, values and gifts
- Promotes, encourages and assures the AHSOR 6 components are implemented and delivered for children and their families
- Implements culturally responsive and developmentally appropriate early education activities/curriculum while embedding the teachings of the Lake Babine Nation and its people
- Schedule regular visits with families



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- Develop respectful, trusting and supportive relationship with families
- Follows general program services and or deliveries as directed while ensuring procedures, policies etc. are maintained and updated.
- Submit accurate and timely reports to leadership as directed
- If applicable, assures and demonstrates quality assurance under the guidelines of the Community Care and Assisted Living Act and Child Care Licensing Regulations. Report all incidents of child abuse to the leadership and follow centre procedure and government regulations
- Ensures, abides by and is up -to -date with policies and procedures as per organizational regulations and reporting. (ex: Department Operational Manual /Health and Safety Manual).
- Participates in employee performance reviews
- Performs other related duties as assigned.

Administration

- Creates annual work plans to support operations and personal/professional development.
- Submits timesheets, requests, and documentation according to policies and procedures.
- Participates in professional development to support career growth.
- Keep statistics on clients and children for end of the year reporting

MINIMUM REQUIRED QUALIFICATIONS

Education, Certifications, Training

- Drivers License
- Preferred work experience in a childcare facility.
- Knowledge of the Community Care and Assisted Living Act, Child Care Licensing Regulations
- Knowledge of the Indigenous Early Years; Early Learning Childcare Framework and the ECEBC Code of Conduct and/or the Elements of Quality Care from the Perspective of Aboriginal Peoples in BC
- Skills such as planning, organizing or other related skills
- Knowledge and understanding of the development of children and their mental, physical, social, emotional and spiritual needs
- Organized and demonstrates the ability to multi- task with minimum supervision
- Good verbal and written communication skills and proven ability to establish rapport with others



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- Ability or willingness to use a computer and or learn MS Word, MS Office, MS Excel etc.
- Valid Emergency Child Care First Aid Certificate that is recognized by Child Care Licensing Regulations
- Record of immunization history
- Must successfully pass the required pre-employment Criminal records check through the Province of BC
- Knowledge and appreciation of First Nation people and how culture impacts in the development of young children
- Understanding of cross-Cultural issues that impact on First Nation people and our communities
- Excellent Communication skills and both oral and written
- Demonstrates abilities to build strong relationships within the community
- Proof of education documentation

Experience, Skills, Abilities

- Shows interest in learning Indigenous value systems and cultural protocols
- Encourages families to participate in a variety of meaningful opportunities as they are available. Demonstrates the ability to build trust and positive relationships with families in the program
- Act as a role model of appropriate behavior and demonstrates safe practices
- Ability to work cooperatively as a member of the childcare team, environment through personal behavior, work contributions and the sharing of knowledge
- Participates in the developing of new ideas and methods for program enhancement and has the ability to adjust and adapt to changes
- Ability to be energetic, resilient and maintains a sense of humor when personal resources are challenged
- Achieves results with positive outcomes for children in the program
- Effective interpersonal skills under all types of conditions, exhibiting a supportive, positive approach
- Takes personal initiative with good planning and organizational skills

Position-Specific Competencies

- Initiative: self-starter; takes responsibility for own time and effectiveness. Takes the first step to identify and address existing or potential obstacles, challenges, and opportunities.
- Engagement: Builds trusting relationships with youth and fosters a sense of belonging.



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- Program Development: Designs and delivers engaging, culturally rooted programs.
- Leadership: Acts as a role model and mentor for young people.
- Cultural Sensitivity: Respects and incorporates the values and traditions of LBN into early years programming.

PREFERRED QUALIFICATIONS

- Must have experience working with children and families
- Must have a RA/ECEA/ECE/IT provincial certification

EMPLOYMENT REQUIREMENTS & CONDITIONS

Job Requirements

- Valid B.C. Driver's License
- Completion of a Criminal Records Check with satisfactory results relevant to the position.

Working Conditions

- Physical conditions: While performing the duties of this job, the employee is required to use hands to finger, handle or feel, reach with hands and arms, stoop, kneel, crouch, lift or crawl. The employee is expected to stand, walk, talk, hear, taste, or smell. The employee must occasionally lift and or move up to 25 pounds.
- Hours of work may vary from Monday to Friday

By signing below, I acknowledge that I have read the above Job Description, understand it completely, and accept the duties and responsibilities associated with this position.

Employee Name	Employee Signature	Date Signed