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Infant & Child Development Facilitator

Tawaw Family Resource Network

Location: Calgary
Position Type: Full time
Hours: Monday – Friday (37.5 hours/ week)
Program: Family Resource Network

Position Summary:

Miskanawah is an Indigenous agency that draws jointly from the strengths and guidance of Indigenous teachings and traditions. We adopt culturally-based practices in human services to support vulnerable children, youth and families. Within Miskanawah we have our Tawaw – Family Resource Network, "Welcome we have made space for you**".**

The Infant and Child Development (ICD) Facilitator is a compassionate frontline professional who provides relationship-based, culturally responsive, and strengths-based support to children (0–11 years) and their caregivers. The Facilitator promotes healthy child development, and supports positive caregiver-child relationships through play-based programming, developmental screening, caregiver mentorship, individualized support, and community engagement.

The Infant and Child Development Facilitator delivers universal, targeted, and intensive supports using a strengths-based, trauma-informed, family-centered and culturally based approach. The successful candidate is passionate about early childhood development and committed to creating safe, inclusive, culturally responsive environments, values cultural humility and demonstrates a willingness to engage in Indigenous teachings, ceremonies, and practices with respect and openness.

This position requires working evenings, and weekends to meet the needs of children, families, and community programming.

Responsibilities

- Plan and facilitate developmentally appropriate, play-based programs for children from birth to 11 years and their caregivers.
- Create engaging learning experiences that support children's cognitive, language, physical, social, and emotional development.

- Promote early literacy and support school readiness by encouraging independence, social skills and emotional regulation
- Integrate culturally responsive practices into program planning and delivery.
- Assist with program preparation, setup, and cleanup.
- Provide intensive one-on-one support and mentoring to caregivers.
- Support caregivers in understanding child development, attachment, emotional regulation, and positive parenting practices.
- Support families experiencing stress, transitions, or barriers by providing strengths-based guidance and collaborate with interdisciplinary professionals to ensure coordinated support for families.
- Complete developmental screening tools and maintain accurate documentation, attendance records, creation of service/goal plans, accurate documentation and case notes.

Skills & Experience

- Knowledge of child development, developmental milestones, early intervention, and school readiness.
- Understanding of attachment, trauma-informed, relationship-centred, family-centred, and culturally responsive practice.
- Ability to complete developmental observations, screenings, and support planning.
- Ability to engage children and caregivers with empathy, compassion, and respect while maintaining professional boundaries.
- Strong organizational, documentation, and time management skills.
- Nurturing Parenting Program or similar parenting education and knowledge on Circle of Courage framework would be an asset.

Requirements

- Diploma or Bachelor's Degree in Early Childhood Education, Social Work, Child & Youth Care, Psychology, Education, Human Services, or a related discipline. An equivalent combination of education and experience may be considered.
- Minimum two years of experience working with children and families in community, education, or early childhood settings.
- Experience supporting children with diverse developmental needs is considered an asset.
- Experience working with Indigenous children, families, and communities is considered an asset.
- Valid Class 5 Driver's Licence and access to reliable transportation.
- Successful Criminal Record Check and Vulnerable Sector Check.
- Ability to travel throughout Calgary and surrounding communities.

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- Ability to participate in community events, cultural activities, land-based programming, and ceremonies.
- Ability to lift and transport program supplies, toys, and equipment (up to 25 lbs.).
- Commitment to continuous learning and willingness to participate in Indigenous cultural teachings, ceremonies, and professional development opportunities.

We offer the opportunity to be part of a creative and positive work environment, a competitive salary, supports for professional development, opportunity for advancement, and the chance to be part of a team that supports children, youth and families to thrive within a culturally responsive community.

Our employees enjoy an exceptional work-life balance compensation package, with **15 vacation days (with increases after 3 and 5 years)**, **5 wellness days**, **4 ceremony days**, **a paid day off for their birthday** and a **paid week off at Christmas**. They also receive **employer-paid health benefits, paid sick days, and RSP matching**. It's all part of how we care for the people who care for our community.

Please submit a cover letter and resume to ijairath@miskanawah.ca and reference "**Infant and Child Development (ICD) Facilitator** in the subject line. We thank all applicants, however, only those selected for interview will be contacted.