



Gitxaala Nation

Job Description – AHSOR Assistant

Gitxaala Nation	Last update of this job description: March 2025	
Position Title: AHSOR Assistant		
Department: Health	Number of Direct Reports: 0	Supervisor Title: AHSOR Manager
Position Overview: The Aboriginal Head Start on Reserve (AHSOR) Program is designed to enhance child development by focusing on early childhood learning for First Nations children from birth to age six and their families. <ol style="list-style-type: none"> 1) The program supports the health, emotional, social, spiritual, physical, and intellectual development of children through culture and language 2) Education 3) health promotion 4) nutrition 5) parent and family involvement, and 6) social support. Reporting to Gitxaala's AHSOR Manager, the Gitxaala AHSOR Assistant provides support in the delivery of the Gitxaala AHSOR program. The Gitxaala AHSOR Assistant supports the facilitation of the AHSOR program in the Nation while following the best practices of the AHSOR six program components. General duties include: Strategic and Operational Planning <ul style="list-style-type: none"> • Support to develop and implement the strategic level plan for Gitxaala's AHSOR program while following the best practice of the BC's AHSOR framework. Operations <ul style="list-style-type: none"> • Assist with facilitation of meetings, community events and presentations, and workshops for children and parents by preparing agendas and taking and maintaining accurate meeting minutes. • Assist with updating policies, procedures, and standards by monitoring and reporting on work plans. Support the design and development of programming (e.g. social, cultural) instructional materials and teaching delivery while applying basic knowledge and integration of innovative teaching or delivery techniques and tools. • General understanding of health and safety procedures for the work environment, including safe food handling regulations. Relationship Building and Teamwork <ul style="list-style-type: none"> • Establish and foster strong working relationships within the Nation, especially with parents, guardians, and children. • Maintain composure and perspective in difficult situations and in managing conflict. • Model and follow the policies and procedures of the Nation as well as the AHSOR framework in program delivery. 		



Gitxaala Nation Job Description – AHSOR Assistant

- Represent the Nation and its interest to stakeholders through professional appearance and courteous behavior.

Client Service and Engagement

- Promote language and culture revitalization at home, school and in the community.
- Handle inquiries and requests for information in a respectful, professional manner.
- Demonstrate and maintain a community-focused approach in program and service design and delivery.
- Incorporate community needs and perspectives in standards and operational procedures.
- Support with facilitation of community engagement and research including engagement sessions with specific groups such as Elders and Parents.
- Develop public engagement and communication materials including publications, newsletters, articles, and presentations.
- Perform other duties and responsibilities as necessary in the performance of the position and as assigned by your supervisor.

Knowledge, Skills, and Abilities

- Maintain knowledge of AHSOR best practices, policies, and procedures, including privacy legislation.
- Basic knowledge of food handling regulations.
- Ability to foster positive early childhood interventions, including family and community involvements.
- Understand and promote Gitxaala Nation's culture, language, and values including the Sm'algyax culture.
- Demonstrate an understanding of and ability to integrate First Nations cultural principles and protocols into service delivery.
- Possess the ability to work with vulnerable persons.

Experience and Education Requirements

- Early Childhood Education Certificate or related experience and education preferred.
- WHMIS and Cardio Pulmonary Resuscitation (CPR) are considered an asset.

Environmental Conditions

Physical Effort:

- This position works in a busy environment with children aged up to six years which requires regular bending, lifting of children, kneeling, and sitting at children's levels.

Physical Environment:

- This position works indoors and outdoors during favourable weather conditions. The work environment may at times be loud.

Sensory and Mental Attention:

- This position may have to handle difficult and demanding personal interactions. The noise level may cause stress.

Other Requirements

- Professional appearance.
- Follow all Gitxaala Nation Policies and Procedures and display a commitment to the values and culture of the Gitxaala Nation.
- Ability to successfully and periodically undergo an appropriate criminal records review or police record check is required.



Gitxaala Nation
Job Description – AHSOR Assistant

Employee's Statement

I have been given the opportunity to read and comment on the content of this work description.

Name of Employee	<hr/> Signature Date
------------------	--

Supervisor's Statement

This job description accurately describes the responsibilities assigned to this position.

Name of Supervisor	<hr/> Signature Date
--------------------	--