

Roles and Responsibilities for BC First Nations Head Start Aug 2008

	Health Canada Staff	CHABC Staff	RAC
Positions	<ol style="list-style-type: none"> 1. Penny Stewart, ECD Program Manager 2. Vacant, Program Manager 3. Kate Combow, Health Programs Officer 4. Sarah Hardy, Administrative Assistant 	<p style="text-align: center;">Head Start Program Advisors</p> <ol style="list-style-type: none"> 1. Barb McLean 2. Bonnie LaBounty 	<ol style="list-style-type: none"> 1. North East Rep- Tami Archie 2. North West Rep- Penny Nikal 3. South East Rep- Vacant 4. South West Rep- Candace Robotham 5. Vancouver Island- Pamela Lee Lewis 6. Elder- Herb Jones 7. CPNP- Pam Morrison 8. Parent- Liza Haldane 9. ECE Specialist- Vacant
Roles and Responsibilities	<p><u>Monitoring and Administration</u></p> <ul style="list-style-type: none"> • New Site Orientation • New Coordinator Orientation • Maintain Master Contact List • Review, update all Documents • Contribution Agreements • Reporting Requirements • Program Policies and Guidelines • RAC Policy and Guidelines • Horizontal Training • Regional Budget and Work plan • Renewal 	<p><u>Technical Support</u></p> <ul style="list-style-type: none"> • Specialized services • Strategic planning with communities and follow up support • Site Review Follow up support • Provide ECD info and advice • Support new programs and coordinators on program delivery and implementation • Support delivery of 6 components in programs • Newsletter, coordination and distribution. • Website management • Coordination of annual and mini conferences • Advocate for Head Start Communities • Network with RAC • Mentor RAC members 	<p><u>Advisory</u></p> <ul style="list-style-type: none"> • Review Policies and guidelines and make recommendations for improvement • Mentor other Head Start sites and coordinators. • Advise both CHABC and Health Canada Staff on best practices in the HS Communities.

