



### Registered Early Childhood Educator

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Department: NFN Child Care Center  
Posting Date: December 2<sup>nd</sup>, 2022 – Open Posting  
Location: Nipissing First Nation, ON  
Schedule: Standard Work Week  
Job type: Full-time, Permanent  
Vacancies: 1  
Reports To: Manager, Children's Services

As a part of the Children's Services Team, the Registered Early Childhood Educator will work closely with all children and employees in a licensed childcare setting to ensure the programs enhance the cognitive, physical, social and emotional development services and/or support by planning age-appropriate curriculum. In accordance with the policies and practices of NFN Children's Services, the Registered Early Childhood Educator will provide guidance and direction with ongoing supervision of the outdoor/indoor environments.

#### **What you'll do in the role**

- Plan and prepare snacks and meals with an awareness of health choices and licensing requirements
- Supervise children during all outdoor and indoor play and any other activities during the day
- Ensure children are dressed appropriately for indoor/outdoor activity
- Implement routines (such as bathroom breaks, washing hands before/after eating food, washing up after getting dirty) which encourage good health and hygiene practices that are effective for learning in children as it helps their independence and confidence/knowledge to make well-informed decisions about their health
- Monitor lunch and snack-time activities encouraging children to eat their lunch. Report any appetite changes or concerns to parents and supervisor. Mentor and monitor healthy eating
- Ensure children get enough rest during nap time as it can enhance memory, support learning and an opportunity to recharge and re-energize for the remainder of the day
- Plan for outdoor and indoor activity with any necessary tools or equipment needed for children to have that foundation for healthy development and gross/motor skills
- Communicate the schedule daily to children; this assists with transitions, children will feel they have an active role in the classroom and demonstrate responsibility
- Conduct daily health checks of children, record illness and inform supervisor; contact parents as needed.
- Know where each child is located by doing regular attendance and safety verification checks; including indoor/outdoor, transition times, nap times and field trips
- Remain on duty until the last child is picked up
- Maintain up-to-date records for legislative and regulatory purposes
- Record daily and monthly attendance, report accidents, incidents and occurrences as required, get appropriate signatures in a timely manner



## Employment Opportunity

### Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages and a safe working environment.
- On-the-job training to support your success in the role
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Vision, Life and Disability insurance
- Casual dress
- Better than average vacation and leave packages

### What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe
- Must have Early Childhood Education Diploma and registration with the College of Early Childhood Educators
- Minimum 2 years' experience working in a childcare setting, or EarlyON program an asset
- Valid Standard First Aid Training and Level "C" CPR
- A recent (within 3 months) Criminal/Police Records check and Vulnerable Persons check
- Safe Food Handling Certificate
- Proof of completion or willingness to obtain upon employment the following: Food Safe Level 1 Certification, Occupational Health and Safety Training, Workplace Hazardous Materials Information System (WHMIS)
- Knowledge of CCEYA (Child Care and Early Years Act) 2014 and Quality First or any regional Quality Assessment Tools
- Knowledge of and sensitivity to Indigenous culture, value and beliefs
- Experience working with Indigenous children, families and communities
- Excellent interpersonal skills, problem solving abilities, conflict resolution skills, time management and organizational skills
- Ability to follow verbal and written instructions and communicate effectively
- Ability to act professionally, be reliable and work with minimal supervision
- Ability to protect the personal health information of children and maintain a high degree of confidentiality
- Ability to work with children and identify their needs for their cognitive, social, physical and emotional development
- Ability to collaborate with the team of Early Childhood Educators, the supervisor and management, and children alongside with their families to ensure the program runs efficiently and successfully
- Willingness to undertake continuing education or training

### Application Deadlines:

This posting is currently open to all qualified applicants until filled. As with all postings, registered Nipissing First Nation members will be given priority consideration. Please advise your status when submitting your application.



## Employment Opportunity

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to [resumes@nfn.ca](mailto:resumes@nfn.ca) no later than 4:30pm on the application deadline noted above.

**Are you a member of NFN? If so, please read below:**

- ✓ *Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.*
- ✓ *Work experience and training opportunities are taken into consideration when screening applications.*
- ✓ *Nipissing First Nation members are encouraged to apply to all rounds of employment postings.*
- ✓ *As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.*

**Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.**