



### Child Care Supervisor – Couchie Memorial Child Care Centre

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Department: Children's Services  
Posting Date: July 14, 2023  
Location: Nipissing First Nation (Duschenay)  
Schedule: Standard Work Week  
Job type: Full-time, Permanent  
Vacancies: 1  
Reports To: Manager, Children's Services  
Starting Salary: \$47,993.40

The Child Care Supervisor will be responsible for the day-to-day operation of the child care centre; in supervision of the staff and to provide quality child care services to the community families and children enrolled within the licensed program. This position is also responsible for program planning, implementing and maintaining a safe working environment. Effectively directing, communicating and mentoring the staff; involving and working with families and children, connecting with the community, and students or volunteers. The Supervisor will also be required to perform administrative responsibilities such as scheduling, statistical/financial reports and any organizational needs.

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

- Plan, develop and implement a program that reflects the philosophy of the vision of NFN and the philosophy of Couchie Memorial Child Care Centre
- Responsible for the effective and efficient administration of the childcare centre, including the maintenance of high level hygienic and health standards
- Ensure the centre is effectively operating under the legislated Child Care and Early Years Act, 2014
- Facilitate and coordinate access and referrals to related professionals when needed
- Ensure that the child care program is rooted in culture to empower young children with a strong sense of identity and facilitate language learning opportunities
- Manage RECE staff resources effectively to ensure the team works to input planning, and opportunities for improvement of continual professional learning/capacity development
- Provide support and direction to RECE staff regarding childhood development
- Plan and provide land-based learning activities
- Plan and implement occasional outings/trips for children enrolled within the program
- Supervise children on a one-on-one, and group basis and assess their progress
- Assist children in learning and acknowledging their personal care needs
- Support children with their personal needs including; toileting, washing of hands, medical and behavioural management
- Responsible for housekeeping duties; including laundry, disinfecting toys and washrooms
- Ensure adherence to Occupational Health and Safety procedures.
- Prepare monthly communication for parents regarding upcoming events, changes in programming and invoicing
- Effectively communicate with parents and caregivers via email, Himama, in person or by phone



## Employment Opportunity

Complete and submit administrative reports (leave requests, activity logs/calendars and monthly reports) in a timely manner

### 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, Dental, Vision, Life and Disability insurance
- Casual dress
- Better than average vacation and leave packages

### What you bring to the table

- Diploma in Early Childhood Education from a recognized post-secondary institution or college
- Registered member with the College of Early Childhood Educators (RECE); maintaining annual membership with requirements that are necessary
- Minimum 2 years experience in any work setting as a supervisor or relevant experience and/or;
- Minimum 3 years experience working with children in an early learning setting
- Respect for Indigenous culture and willingness to learn Ojibwe
- Excellent knowledge of and commitment to; childcare programs and services
- A recent (within 3 months) Criminal/Police Records Check and Vulnerable Persons Check
- Proof of or willingness to obtain upon employment the following: Infant/Child CPR and First Aid Training/Certification
- Knowledge of standardized assessment tools and applications that most approximately address current First Nation Early Childhood Development
- Knowledge of various interventions and promising practice approaches to address First Nation's early childhood development
- Knowledge of program reporting including budgets
- Knowledge of How Does Learning Happen and Early Learning for Every Child Today (ELECT)
- Knowledge of current policies, procedures and strategies relative to the operations of the child care centre
- Excellent facilitation and coordination skills for groups, written and verbal communication skills, interpersonal skills, problem-solving abilities and conflict resolution skills, time management, organizational and administrative skills
- Ability to protect the personal health information of clients and maintain a high degree of confidentiality, act professionally and work with minimal supervision
- A valid Ontario Class "G" License and access to a personal insured vehicle is considered an asset
- Ability to work flexible hours as required
- Proficient computer experience in Microsoft Office applications; including MS Word, Excel, Access, Publisher and Outlook
- Willingness to undertake continuing education/training



## Employment Opportunity

### **Application Deadlines:**

Nipissing First Nation adheres to the following process for our recruitment practices.

#### **Closing July 28, 2023 - 1st Round**

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Two

#### **Closing August 4, 2023 - 2nd Round**

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Three

#### **Closing August 11, 2023 - 3rd Round**

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled

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.**