



Manager, Early Child Education Services

Department: Education
Posting Date: Friday, November 17, 2023
Location: Nipissing First Nation, ON
Schedule: Standard Work Week
Job type: Fulltime/Permanent
Vacancies: 1
Reports To: Director of Education
Starting Salary: \$72,982

What you'll do in the role

Administration Roles:

- Demonstrates knowledge of local, provincial, and federal services and systems to facilitate advocacy on behalf of individuals or a service delivery process.
- Reviews and maintains working knowledge of research and best/promising/wise practices on Indigenous wellness in Early Child Education Services.
- Identifies data requirements and ensures implementation of data collection processes and tools to support the development of informed or evidence-based practice and make recommendations, accordingly, including policy recommendations.
- Develops and reviews annual work plans for areas of responsibility with goals and objectives aligned with the NFN Strategic Plan and re-prioritizes as needs emerge or change.
- Ensures the preparation, evaluation and annual childcare licensing requirements are met for both NFN childcare centers.
- Ensures licensing and other regulatory requirements for early child education programs is maintained.
- Ensures compliance with terms and conditions of agreements within the area of responsibility and adheres to NFN financial policies.
- Ensures external employment contracts are maintained and sufficient for current service needs.
- Ensures the collection of information and its accuracy for administrative, activity and/or financial reports for submission as required with attention to deadlines.
- Leads the writing of fundamental proposals specific to the area of responsibility, collaborating with internal or external partners as required.
- Reviews regularly or scheduled and, where applicable, financial reports and notify the finance department to rectify or clarify discrepancies.

Program Management:

- Identifies client triage and waitlist management processes for childcare centers.
- Evaluate programs and demonstrate responsiveness to feedback.
- Manages implementation and/or coordination of core programs.
 - Supports initiatives that increase access and develop competency in working with First Nations
- Promotes a safe and healthy environment for clients, staff, and visitors by ensuring adherence to professional boundaries and participating in efforts to secure physical space for service delivery.



Employment Opportunity

- Prepares evidence-based reports on quality assurance measures, as required.
- Participates in the development, implementation, and analysis of quality assurance measures for both areas of responsibility and collectively for the education department.
- Authorizes training and development opportunities that support staff to achieve identified performance goals.
- Makes a reasonable effort to maintain in good order the property of NFN Kinoomaagewin Services.
- Develop and maintain risk mitigation strategies and action plans for areas of responsibility.
- Directs tasks or assists staff with strategizing responses to address client and community needs.
- Assists with the identification of appropriate digital tools to meet client and program needs.

Collaborative Responsibilities:

- Participates constructively in meetings and training sessions.
- Builds and formalizes working partnerships and collaborations with external agencies, service providers and research teams to support client services that fulfill the mandates of NFN and Early Child Education Services
- Maintains ongoing communication with staff, management, leadership, and community regarding areas of responsibility.
- Develops and maintains positive relationships with community members, service organizations and government partnerships (First Nation, provincial and federal)
- Participates on committees, councils, and advisory bodies as authorized and on behalf of NFN to support service delivery, organizational goals, and initiatives that support optimal levels of well-being.
- In collaboration with the NFN Human Resources department, participates in selecting and recruiting staff (contract, part-time, full-time) within the area of responsibility.
 - Conducts regular performance reviews with staff within the area of responsibility.
 - Assesses staff competencies; identifies strengths and outlines areas for development using an individual performance plan that includes individual performance goals.
- Notifies the Director of Education or designate of severe occurrences involving person or property and follows reporting protocols.
- In collaboration with the Director of Education, complete financial reports with high accuracy and submit them to funding agencies by the deadline.
- Complete any other job-related duties as may be assigned by the Director of Education or designate.

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



Employment Opportunity

What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe
- Degree or diploma in an early child development-related discipline with three years of experience with management responsibility or
- Minimum five years of experience with proven leadership or management responsibility.
- Leadership certificate an asset
- Eligibility for registration with the College of Early Childhood Educators
- A valid Ontario Class "G" License and access to a reliable personally insured vehicle
- A recent (within three months) Criminal/Police Records Check and Vulnerable Persons Check
- Knowledge of various interventions and best or promising practice approaches to address First Nation Child Care, Early and Elementary Learning
- Knowledge of assessment tools and data systems to support service delivery
- Skills in program and policy development, implementation and evaluation integrating Western and Indigenous approaches
- Ability to implement best practice standards and address ethical issues by appropriate college requirements and legislation
- Ability to protect the personal health information of clients and maintain a high degree of confidentiality, privacy, and security
- Ability to network effectively and productively with related organizations and agencies both within and outside the community
- Ability to effectively manage financial and activity data to ensure accountability through reporting processes
- Ability to identify and implement quality assurance measures for effective care delivery
- Ability to act professionally and work with minimal supervision
- Proficient computer experience in Microsoft 365
- Excellent written and verbal communication skills
- Excellent interpersonal skills, problem-solving abilities, and conflict-resolution skills
- Excellent time management, organizational and administrative skills
- Naloxone Training, Privacy Training, Occupational Health and Safety Training, WHMIS (Workplace Hazardous Materials Information System), First Aid and CPR with AED

Application Deadlines:

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

Closing December 1, 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 December 8, 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



Employment Opportunity

Closing December 15, 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 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.