



Supervisor, Childcare

Department: Education
Posting Date: Friday, January 12, 2024
Location: Nipissing First Nation, ON
Schedule: Standard Work Week
Job type: Fulltime/Permanent
Vacancies: 1
Reports To: Manager of Early Childhood Education
Salary: \$ 47,993.40

The Childcare Supervisor will be responsible for the center's day-to-day operations. 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, financial reports, and 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 the Nipissing Ojibway or Couchie Memorial Childcare Centers
- Responsible for the effective and efficient administration of the child care center, including the maintenance of high level hygienic and health standards
- Coordinate the programming with the Early Learning and Childcare curriculum
- Facilitate and coordinate access and referrals to related professionals when needed
- Ensure culturally relevant programming is incorporated into daily program initiatives.
- Manage RECE staff resources effectively to ensure the team works to input planning, and opportunities for improvement of professional skills
- Provide support and direction to RECE staff regarding childhood development
- Plan and provide learning activities for outdoor/indoor environments
- 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 progresses
- Assist children in learning and acknowledging their personal care needs
- Support children with their personal needs including; toileting, washing of hands, medical and behavioral management
- Responsible for housekeeping duties; including laundry, disinfecting toys and washrooms
- Ensure adherence to Occupational Health and Safety procedures.
- Prepare monthly billing for childcare services and issuing receipts.
- Effectively communicate with parents and caregivers via email, in person or by phone
- Complete and submit administrative reports (leave forms, 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



Employment Opportunity

- 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

- Respect for Indigenous culture and willingness to learn Ojibwe
- Excellent knowledge of and commitment to; childcare programs and services
- Diploma in Early Childhood Education from a recognized post-secondary institution or college
- Registered member of the College of Early Childhood Educators (RECE), maintaining annual membership with requirements
- Minimum two years' experience in any work setting as a supervisor or relevant experience or;
- Minimum three years' experience working with children in any work setting
- Excellent knowledge of and commitment to childcare programs and services
- A valid Ontario Class "G" License and access to a personally insured vehicle
- A recent (within three 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 Aboriginal culture and language is an asset
- Knowledge of First Nation's wellness and priorities
- Knowledge of community-based children's programs and services
- 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 childcare center
- Excellent facilitation and coordination skills for groups
- Excellent written and verbal communication skills
- Excellent interpersonal skills, problem-solving abilities and conflict-resolution skills
- Excellent time management, organizational and administrative skills
- Ability to work in a manner respectful of First Nations culture, values and beliefs
- Ability to protect the personal health information of clients and maintain a high degree of confidentiality
- Ability to act professionally and work with minimal supervision
- Ability to work as a multi-disciplinary team member
- Ability to work flexible hours
- Proficient computer experience in Microsoft Office applications, including MS Word, Excel, Access, Publisher and Outlook
- Willingness to undertake continuing education/training

Application Deadlines:

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

Closing January 26, 2024 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application



Employment Opportunity

- 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 February 2, 2024- 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 February 9, 2024- 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.