



## EMPLOYMENT OPPORTUNITY

### Registered Early Childhood Educator

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Department: Education

Posting Date: May 31, 2024.

Location: Nipissing First Nation, ON

Schedule: Standard Work Week/35hrs

Job type: (1) Fulltime/Contract

Reports To: Manager, Early Childhood Education Services

Starting Salary: \$40,986.40

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#### **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.



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#### 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

- Respect for Indigenous culture and willingness to learn Ojibwe.
- Must have an 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 (Childcare 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.



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- Willingness to undertake continuing education or training.

#### **APPLICATION DEADLINES:**

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

#### **Closing June 14, 2024 - 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 June 21, 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 June 28, 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](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.**