



EMPLOYMENT OPPORTUNITY

Child Care Supervisor

Department: Education - Early Childhood Education Services

Posting Date: August 2, 2024

Location: Nipissing First Nation, ON

Schedule: Standard Work Week/35hrs

Job type: Full-time, Permanent

Vacancies: 1

Reports To: Manager, Early Childhood Education

Starting Salary: \$48,958.00

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 Child Care Centres.
- Responsible for the effective and efficient administration of the childcare centre, including the maintenance of high-level hygiene and health standards.
- Coordinate the programming with the Early Learning and Child Care 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.
- Complete and submit administrative reports in a timely manner.
- Notify Manager of Early Childhood Education or Director of Education or designate of any occurrence involving person or property and follow reporting protocols.
- Monitor government policies and legislation; recommend policy positions on issues of importance to the First Nation (liaising with Federal, Provincial and Regional public related agencies).
- Represent, coordinate and facilitate the NFN relations with external agencies.
- Ensure adequate records are maintained and compiled for report readiness and accuracy.
- Maintain standard level of Child Care and the Early Years Act (CCEYA)
- Effectively communicate with parents and caregivers via email, in person or by phone.
- Approve changes and implementations of seasonal menus.
- Evaluate employee performances and recommend employment, promotion, disciplining and termination of related staff to Manager of Early Childhood Education Services



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- Assist the Manager of Early Childhood Education Services with the hiring process and to make recommendations on staffing.
- Responsible for the coordination and scheduling of staff hours.
- Ensure communication is valid and of current organizational policies.
- Complete any other job-related duties as may be assigned by the Early Childhood Education Manager.

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.
- 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 any work setting
- Excellent knowledge of and commitment to; childcare programs and services
- A valid Ontario Class "G" License and access to a personal insured vehicle
- 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



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- Proficient computer experience in Microsoft Office applications; including MS Word, Excel, Access, Publisher and Outlook
- Knowledge of Aboriginal culture and language an asset
- 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 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
- 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 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
- Willingness to undertake continuing education/training

APPLICATION DEADLINES:

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

Closing August 16, 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 August 23, 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.



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- If no suitable candidate is found, the process will proceed to Stage Three

Closing Aug 30, 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.