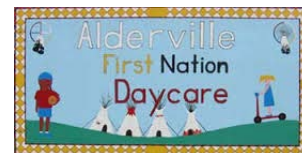




## EMPLOYMENT OPPORTUNITY

### ALDERVILLE DAYCARE

PERMANENT FULLTIME POSITION – 35 hours/week



### REGISTERED EARLY CHILDCARE EDUCATOR (RECE)

**JOB SCOPE:** The Alderville First Nation Daycare is presently looking for a reliable and energetic individual with qualifications and experience for a position as a **Registered Early Childcare Educator** who is willing to work with large groups of children - Infants to School-Age.

#### **Duties & Responsibilities:**

Under the direct supervision of the Childcare Supervisor, candidates for this position should expect to perform the following duties, but not limited to:

- Provide superior care of children from Infant to School-Age;
- Development & delivery of age-appropriate activities with a focus on emergent curriculum;
- Maintaining log books and accurate attendance records;
- Working cooperatively as a team with co-workers;
- Maintaining confidentiality is of the utmost importance;
- Must be accountable to the parents and/or guardians of the children;
- Must adhere to the Alderville Childcare Policies & Procedures;
- Must ensure compliance with *Child Care Early Years Act (CCEYA)* guidelines;
- Must attend staff meetings, conferences or workshops for ongoing professional development;
- Must adhere to Alderville First Nation Personnel and Operational Policies and Procedures;
- Must be accountable to Childcare Supervisor, First Nation Administrator and Chief & Council.

#### **Minimum Qualifications:**

- Must have an Early Childhood Education Diploma and be registered with the College of Early Childhood Educators (RECE);
- Must have at least one-year experience working children in a daycare setting;
- Knowledge of Native Culture and First Nation communities an asset;
- Must have Valid Certification in C.P.R. & First Aid;
- Must be punctual in workplace settings;
- Must have excellent public relation skills;
- A valid Class G driver's license and reliable transportation an asset;
- Current Criminal Reference Check and Vulnerable Sector Search required (if position is offered).

**Salary:** Alderville First Nation Salary Grid will apply – targeted start rate is \$17.84 - \$18.78 per hour

**Deadline to Apply:** Thursday, May 17, 2018 @ 4:30p.m.

**How to apply:** Applications **must include** a cover letter, resume and three work-related references and/or letters of reference.

Applications can be hand delivered to the reception area of the Alderville First Nation Administration Office or:

E-mail to: [mlevesque@alderville.ca](mailto:mlevesque@alderville.ca)

Fax to: (905) 352-3242

Mail to: Alderville First Nation

11696 Second Line Road, Roseneath, Ontario K0K 2X0

Attention: HR Manager, Melissa Levesque

RE: RECE

For full job description, contact Nancy Andrus at (905) 352-1065 or Melissa at (289) 435-2008. We thank all who apply however only those selected for an interview will be contacted.

*Chief and Council retain the right to make the final decision on the selection of the successful candidate.*