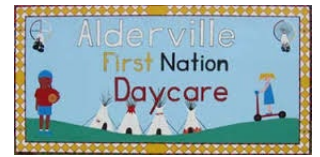




EMPLOYMENT OPPORTUNITY

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 responsible for providing educational programming and other learning activities for the children and assists them with their personal needs.

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:

Key activities

- Collaborates closely with all other members of the Child Care Program Team to provide nurturing care and education to young children in a group setting
- Works in accordance with the goals and curriculum plans of the Child Care Centre as well as the philosophy and policies of the Centre and in compliance with the Early Years and Child Care Act

Responsibilities

- Provides in and out of day care learning for children ensuring that the program operates at all times in compliance with all child care licensing standards
- Ensures constant supervision, safety and well-being of the children - both one on one and group basis
- Recognizes and responds to the needs of each child by using developmentally appropriate teaching and child behavior management techniques
- Shares in the responsibility for planning, preparing and implementing stimulating, age appropriate activities that encourage children's creativity and learning; promotes each child's social, emotional cognitive and physical development
- Participates fully and consistently as a conscientious team member in care for the children and in the overall operation of the program and Centre; maintains regular and open communication with co-workers
- Establishes and maintains regular communication with parents
- Observes and records relevant information on each child's progress as required

Personal Care

- Assists children in learning and appreciating their personal care needs; assists children with personal hygiene, medical and behavioural needs
- Responsible for maintaining program equipment in good repair; assists with toy/equipment disinfecting
- Responsible for maintaining an organized and clutter-free play environments and storage areas

Related and other duties

- Attends staff/program meetings as required
- Participates in ongoing professional development and attends/maintains all mandatory training
- Assists in the administration of first aid as required; participates in Fire Drills and other emergency procedures as necessary
- Participates in the supervision, training and mentoring of students and on-call staff

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;
- Familiar with emergent curriculum and "How Does Learning Happen?"
- Strong appreciation and empathy of the needs of children

- Knowledge of Native Culture and First Nation communities an asset;
- Must have Valid Certification in C.P.R. & First Aid;
- Updated Immunization records;
- 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: **Open until filled**; next screening November 7th, 2018 at 4:30 p.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

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 Levesque 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.