



**Kikendawt Kinoomaadii Gamig**  
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**Dokis Early Learning & Childcare**  
**Employment Opportunity**

**Position:** Permanent Full-Time Qualified Early Childhood Educator or Equivalent Supervisor

**Closing Date:** Friday January 26th, 2024 at 12pm

**Hourly Wage:** TBD

**Required Qualifications:**

- Post-secondary diploma in Early Childhood Education (**RECE**) or equivalent (otherwise approved) with Supervisory experience in a childcare setting
- Member in good standing with CECE (or willingness to become registered)
- Proficiency in English, spoken and written; however, bilingualism in both Anishinaabemowin language and English is considered an asset
- Experience working with MS Word, Excel & Outlook is considered an asset, as well as willingness to be trained
- Valid First Aid & CRP-C certificate
- Valid Food Handler certificate
- Current Police Vulnerable Sector Check (CPIC) less than 6 months old
- Interpersonal skills and abilities required to lead and work as part of a team
- Leadership qualities required to manage employees
- Competency to work without supervision and to manage daily operations of the site
- Analytical and problem-solving skills
- Excellent time-management and organizational skills

**Overview of Responsibilities:**

- Promote teamwork and a healthy, positive, and inclusive work environment
- Adhere to strict reporting deadlines while completing administrative responsibilities
- Monitor, enforce and adhere to policies and procedures, as well as Child Care Early Years Act (CCEYA), Occupational Health and Safety Act, and Child and Family Services Act
- Complete administrative childcare tasks as prescribed or assigned
- Ensure the planning and implementation of educational programs for children that apply the policies and methods adopted by DFNELCC, such as inclusive programs that are age-appropriate and conducive to the cognitive, physical, social, and emotional development of the children

- Participate in the evaluation of programs and recommend changes or improvements to better meet the needs of the children
- Provide leadership, mentoring and coaching to employees
- Ensure the proper operational functioning of the center
- Participate in Team meetings, as required

### **Required Skills/knowledge:**

- Knowledge of child development and early learning principals
- Knowledge of How Does Learning Happen? The ELECT document, the Indigenous Early Learning And Child Care Framework and the Childcare and Early Years Act (CCEYA)
- People skills and abilities needed to lead a team
- Competency and experience working without supervision is a definite asset
- Problem-solving and time-management skills
- Fluency in the Anishinaabemowin language and Anishinaabe heritage is a definite asset and is high priority for hiring
- Willingness to learn the Anishinaabemowin language and the Anishinaabe heritage is expected
- Ability to use conflict resolution strategies
- Ability to coach and mentor

### **Duties and Responsibilities:**

- Under the direction of the Director of Education, the Supervisor will collaborate with team members to supervise and ensure the implementation of program plans, and development of age-appropriate programs.
- Attends work on a regular basis, arriving on time and available to support the site as needed
- Accountable for the safety and well-being of the children, staff, and families always
- Responsible for building caring and responsive relationships with children, families, community partners, and staff
- Creates a welcoming, inclusive, and positive learning environment
- Brings potential concerns to the Director of Education
- Liaises and collaborates with outside support services and connects families with resources
- Follows current licensing requirements and Public Health requirements
- Respects and encourages family involvement and engagement
- Ensures observations, notes, and communicates with staff about the wellbeing of children always
- Ensures administration and documentation of medication, following proper protocol
- Ensures prompt communication to program, kitchen, and administrative personnel with program updates and specific dietary needs and/or changes
- Remains professional under pressure and proves responsible decision making in stressful or unexpected situations

- Offers positive guidance by using positive language, body language and redirection
- Follows duty to report protocol for neglect, and/or unsafe child related situations
- Ensures all daily, weekly, and monthly program documentation requirements including programming sheets, observations, taking photographs, creating learning stories, incident reports, are completed by staff
- Monitors manual attendance sheets for accuracy daily.
- Ensures snacks and meals are following established practices and supporting family style serving.
- Observes and ensures diapering protocols, and toilet training supports are adhered to
- Works with personnel, students and volunteers offering guidance and help for success.
- Participates/delegates yard inspections and water flushing
- Documents and reports building, room, and yard repairs and/or maintenance requirements to the Director of Education.
- Rectifies any/all concerns of a health and safety nature promptly.
- Ensures proper/safe storage of medicine, cleaners and other hazards and supplies.
- Registered Early Childhood Educators or equivalent, are required to support development, plans, and implementation of curriculum based on the “Early Learning for Every Child today” (ELECT document), the Indigenous Early Learning And Child Care Framework, while implementing the “How does Learning Happen?” document-Ontario’s pedagogy for the early years.
- Registered Early Childhood Educator Supervisors or equivalent, are required to practice in alignment with the Child Care Early Years Act, 2014, and the Code of Ethics & Standards of Practice-for Registered Early Childhood educators in Ontario, July 2017.
- Collaborates and leads staff to come up with new ideas and solutions for program improvement and workplace success and fulfillment.
- Promotes workplace positivity and open communication with staff.

*\*The above generally describes the duties of the position. However, childcare supervisor work is varied in nature; employees will be required to perform duties in addition to the above from time to time as directed by the Director of Education.*

### **How to Apply:**

If you are interested in becoming a member of our team and being an integral part of developing our new Childcare Center, please submit the following to **Lois Lambert, Director of Education** at [education@dokis.ca](mailto:education@dokis.ca)

1. **Cover letter**
2. **Resume**
3. **One character reference email address**
4. **Two professional reference email addresses**

**Miigwech to all applicants in advance for their interest in pursuing this employment opportunity, however, only those selected for the interview process will be contacted**