



Dokis Early Learning & Childcare
943 Main Street
Dokis First Nation, Ontario P0M 2N1
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Dokis First Nation Early Learning & Childcare
Employment Opportunity

Positions: Qualified Early Childhood Educator Lead
Closing Date: Open until position is filled
Hourly Wage: TBD

Required Qualifications:

- Post-secondary diploma or degree in either: Early Childhood Education (ECE), Child & Youth Worker (CYW) or Bachelor of Education (Ed.)
- Must be a member in good standing with College of ECE or Ontario College of Teachers
- Must be 18 years of age or older
- Must have a Valid First Aid & CPR-C certification, a valid Food Handlers certificate
- Must provide a current Vulnerable Sector Criminal Record Check (CPIC) (not older than 6 months from date of hire)

Duties and Responsibilities:

- Under the direction of the Director of Education, Supervisor, or Lead Educator, Registered Early Childhood Educators or equivalent, will collaborate with team members to plan, develop, and implement age-appropriate programs
- Attends work on a regular basis, arriving in a timely manner and following the schedule as provided by the Supervisor
- Accountable for the safety and well-being of the children in care always
- Responsible for building caring and responsive relationships with children, families, colleagues, or community partners
- Creates a welcoming, inclusive, and positive learning environment and detects possible behavioral or cognitive difficulties
- Brings potential concerns to the attention of supervisors, parents, or guardians
- Liaises and collaborates with outside support services and connects families with resources
- Participates in developmental assessments and provides input, observations and supporting documentation for children, families, and community partners
- Follows current licensing requirements and Public Health requirements

- Provides the children with opportunities for problem solving, negotiating, exploration, decision making and risk taking while participating in active learning
- Respects and encourages family involvement and engagement
- Observes, notes, and communicates any symptoms of ill health with each child daily
- Administers and documents medication following proper protocol
- Ensures timely communication to program, kitchen, supervisory and administrative personnel with program updates and specific dietary needs and/or changes
- Remains professional under pressure and demonstrates responsible decision making in stressful or unexpected situations
- Offers positive behaviour guidance by using positive language, body language and redirection
- Follows duty to report protocol for neglect, and/or unsafe child related situations
- Completes all daily, weekly, and monthly program documentation requirements including programming sheets, observations, taking photographs, creating learning stories, incident reports, etc.
- Completes and monitors manual attendance sheets for accuracy daily
- Inputs/documents daily attendance, sleep, meal, health, toileting etc.
- Supervises snacks and meals following established practices and supporting family style serving
- Adheres to diapering protocols, and supports toilet training, if applicable
- Works with personnel, students and volunteers offering guidance and assistance for success
- Participates in yard inspections and water flushing if assigned
- Documents and reports on building, room, and yard repairs and/or maintenance to the Supervisor
- Communicates any/all concerns of a health and safety nature in a timely manner
- Ensures proper/safe storage of medicine, cleaners and other hazards and supplies
- Registered Early Childhood Educators or equivalent, are required to develop, plan, and implement 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 Educators 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 with peers to produce innovative ideas and solutions for program improvement and workplace success and fulfillment
- Promotes workplace positivity and open communication with peers

**The above generally describes the duties of the position. However, childcare 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 Supervisor*

Required Skills/knowledge:

- Knowledge of child development and early learning principles
- 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 required to work as part of a team
- Competency to work with or without supervision
- Problem-solving and time-management skills
- Fluency in the Anishinaabemowin language and Anishinaabe heritage is a definite asset and is a high priority for hiring
- Willingness to learn the Anishinaabemowin language and the Anishinaabe heritage is a definite asset
- Ability to utilize conflict resolution strategies
- Ability to be coached and mentored by colleagues, supervisors, administrative team

** Please note that required skills and knowledge may be adjusted due to changes in the childcare sector*

Working Conditions:

- Ability to be flexible regarding work schedule to meet the ratio needs of the site
- Occasionally required to work evenings and/or weekends for training and professional development
- Ability to lift a maximum of forty-five pounds
- Tasks may include bending, stretching, squatting, pushing, pulling, sitting, standing, walking, and running.
- Interactions with families, children, community members and partners

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

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

We thank all applicants in advance for their interest in pursuing this employment opportunity, however, only those selected for the interview process will be contacted.