



2 FULL-TIME and 1 PART-TIME EMPLOYMENT OPPORTUNITIES

For Early Childhood Educators & Educational Assistant for Special Needs

At the Whitefish River Maamwe Kendaasing Child Care Centre we treat everyone with respect, honesty, fairness and trust. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the community we serve.

The Whitefish River First Nation is seeking three (3) highly motivated individuals to fulfill the role and responsibilities of the Early Childhood Educators (E.C.E) for the Maamwe Kendaasing Child Care Centre. The ideal candidates will work in a collaborative team environment and receive direction from the Child Care Centre Supervisor, and under the supervision of the Education Manager. The E.C.E. Educators will also be assigned at the Child Care Supervisor's discretion, to meet the needs of the specific students and/or program within the Maamwe Kendaasing Child Care Centre.

KEY DUTIES & RESPONSIBILITIES:

- Ensures continuous weekly and monthly plans are followed and submitted to the Child Care Centre Supervisor;
- Ensure full knowledge of the Child Care Early Years Act (CCEYA), Ontario Regulations 137/15 and pedagogy based documents and curriculum;
- Supports projects and curriculum based activities under the leadership of the classroom Maamwe Kendaasing Child Care Supervisor;
- Greets children and their parents warmly and with enthusiasm each day;
- Organizes each day's activities to provide children with a variety of experiences and opportunities that allow them to develop curiosity, initiative, problem solving skills; and creativity as well as a sense of self and a feeling of belonging to the group;
- Ensures the activities required for project based emergent curriculum are documented, maintained and utilized when planning activities for the children in assigned group;
- Prepares, maintains, and supervises classroom and playground activities;
- Collaborates with Resource Consultants concerning implementation, set up of programs and activities for children with special needs;
- Notifies the Child Care Supervisor of pertinent information concerning children and their families;
- Assists with the preparation and handling of food according to standardized recipes to ensure food quality, safety and quantity as required;
- Performs housekeeping duties as required;
- Maintains application of Health and Safety Standards;
- Keep a daily log of student's progress, maintain positive contact with parents;
- To work with assigned students to develop social skills, develop timetables, and assist with daily physical functions;
- Assist with overall Special Education needs as required;
- Assist with the arrangements for special events i.e. parent/educator interviews, field trips and open house;
- Performs other duties as assigned. *** Detailed job description available upon request*

QUALIFICATIONS, SKILLS & KNOWLEDGE:

- College Diploma in Early Childhood Education (E.C.E.) or Child and Youth Worker (CYW) Developmental Service Worker (DSW) or Educational Assistant (EA);
- At least 2 years' experience in a related field;
- Broad knowledge of child development; and of assistive devices;
- Working knowledge of the Individual Education Plans, Behavior Safety Plans & Behavior Management Plans;
- Excellent problem solving skills; multi-tasking skills; negotiation and mediation skills; high levels of patience;
- Effective written and oral communication skills and the ability to request/convey information in an appropriate manner;
- Ability to work well independently, as well as within a team environment and a good team worker;
- Ability to be sensitive to the needs of children with exceptionalities;
- Ability to recognize individual learning styles and the characteristics of learners;

- High level of attention to confidentiality; Attention to detail;
- Experience working within a First Nation education system would be an asset; and knowledge of First Nation culture, traditions and language;
- Current, original copy of Police Vulnerable Sector Check;
- Valid First Aid/CPR certification; and
- Strong computer skills in Microsoft Office and Microsoft Outlook.

WORKING CONDITIONS:

- Sufficient vision and hearing to perform all job duties;
- Able to perform physical and mental activities related to the job duties; and
- Able to occasionally lift up to 23 kg (50lbs) and operate office/Child Care centre equipment.

SALARY: \$33,000 - \$60,000 (depending on qualifications and experience)

Interested applicants must forward a cover letter, resume, copies of relevant diplomas or certificates, and three (3) current letters of references no later than May 30, 2019 by 12:00 p.m. to:

**Andrea McGregor, Human Resources Coordinator
Whitefish River First Nation
17 A Rainbow Ridge Road, P.O. Box 188,
Birch Island, ON PoP 1A0
CONFIDENTIAL**



****Successful candidates must submit an original/current copy of their Police Vulnerable Sector Screening Check prior to commencement of employment.**

We thank all who apply, however only those applicants selected for an interview will be contacted.