

Whitefish River

First Nation



*Maamwe Kendaasing
Childcare Centre
provides nurturing,
stimulating, and
developmentally
appropriate
education to the
children who attend
it. The Anishinabek
Culture and the
Language are vital
to program planning.*



CHILDCARE SUPERVISOR EMPLOYMENT OPPORTUNITY

Term: Full-time (35 hours per week)

Salary Range \$65,320 - \$78,000 + Group Benefits and Pension
(Salary Subject to education and/or experience or a combination of both)

The role of the Childcare Supervisor is of utmost importance, as it involves overseeing the program planning, working effectively with families and children, connecting with the community, and assuming administrative responsibilities related to the center's day-to-day operations. The Supervisor is responsible for program planning, effective staff collaboration, working with representatives from the Ministry of Education, families, and children, connecting with the community, and managing administrative responsibilities related to the day-to-day operations of the Childcare Centre. The supervisor is responsible for providing leadership in keeping with the philosophy of the Early Learning Framework in Ontario and the Anishinabek of Whitefish River First Nation.

RESPONSIBILITIES:

Supervision

- Responsible for appointing a designated Supervisor when absent and informing staff accordingly.
- Follow all Whitefish River First Nation policies and procedures and ensure compliance from all employees within the Childcare centre.
- Assist with developing the strategic plan, mission statement, and guiding principles of Maamwe Kendaasing Child Care Centre.

Operations

- Maintain day-to-day licensing standards.
- Complete registrations; Set up and maintain children's files.
- Establish a waiting list based on the policies.
- Participate in planning and annual program review.
- Organize space, equipment, and materials before each fiscal year and/or special activities and events.
- Encourage Early Childhood Assistants to contribute to curriculum planning.
- Prepare monthly plan charts and/or schedules.

Human Resources

- At times, assist the HR and Education Manager with the hiring process.
- Ensure staff schedules are posted in a timely manner.
- Plan and conduct annual staff development.

Communications

- Provide updates to the Education Manager monthly.
- Effectively manage educators' resources to ensure that they work as team members, have input into planning, and have opportunities for improving their professional development.

Financial

- Ensure the Whitefish River First Nation's financial policies are followed and adhered to.
- Monitor the yearly budget by verifying monthly expenditures per the General Ledger.
- Secure approval for purchases outside the budget and approval limit parameters.
- Develop, monitor, and maintain the annual operating budget based on policies, procedures, and guidelines.

Health & Safety

- Ensure that all responsibilities under the OHAS Act are always adhered to.
- Comply with WHMIS legislation at all times.

*For a complete Job Description, please email: hrmanager@whitefishriver.ca

Qualifications:

- Early Childhood Education Diploma or degree.
- Strong supervisor skills with at least two (2) years of related work experience.
- Must possess experience with administrative duties and reporting.
- Registered College of Early Childhood Education members must be in good standing.
- Current First Aid & CPR Certificate.
- Knowledge of CCEYA, ELECT, "How Does Learning Happen?", and Childcare Licensing Manual.
- Basic accounting knowledge would be an asset.

Skills:

- Knowledge of office procedures.
- Budget development and financial and organizational management are essential assets.
- Computer knowledge, including Excel, Word, CCLS, and the Children's Services website.
- Proven leadership, conflict resolution, and motivational skills.
- Ability to work collaboratively and independently.
- Ability to manage and prioritize time and work in a high-traffic environment with distractions and interruptions.
- Ability to demonstrate accuracy and attention to detail.
- Ability to communicate effectively with internal and external agencies.
- Excellent interpersonal skills.
- Good understanding of the protection of privacy and confidential information.
- Cultural sensitivity and the ability to work with all community members.
- Ability to understand and follow written guidelines, policies, and procedures.

*Must provide an up-to-date Police Vulnerable Sector Screening Check upon hire.

****Open Until Filled****

Interested applicants must submit a current resume, cover letter, two (2) work-related references, one (1) character reference (with contact information), and applicable education diplomas/certifications. These documents can be submitted via email to jobapplications@whitefishriver.ca or by fax to (705) 285-4532.

CONFIDENTIAL: CHILDCARE SUPERVISOR

Whitefish River First Nation
17-A Rainbow Ridge Road, P.O. Box 188; Birch Island, ON P0P1A0
Email: jobapplications@whitefishriver.ca Fax: (705)285-4532

Miigwetch to all who apply; however, only those applicants selected for an interview will be contacted.