

CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

Early Childhood Educator – Resource Assistant Nshiime Child and Family Centre

Program:	Nshiime Child and Family Centre
Reports To:	Nshiime Child and Family Centre Supervisor
Term of Employment:	Regular – Full-time – 1 year Contract
Wage:	\$20.81 - \$29.90 per hour, depending on qualifications and experience
Hours of Work:	Up to 37.5 hours per day
Closing Date:	OPEN until filled

JOB PURPOSE

The Early Childhood Educator reports to the Nshiime Child and Family Centre Supervisor. This position works in conjunction with Early Childhood Educator staff in implementing plans and ensuring the safety of the children, staff, and visitors. This position will require assisting children with special and exceptional needs in a 1:1 capacity.

KEY DUTIES AND ACCOUNTABILITIES

Assist in planning and carrying out curriculum activities while ensuring health and safety:

- Assist in carrying out curriculum activities while ensuring health and safety
- Assisting with the supervision of children at all times in an understanding, loving and consistent manner
- Assisting with the planning and delivery of a weekly program plan according to the Child Care and Early Years Act, including a wide variety of social, creative, emotional, intellectual and physical activities to meet the child's overall needs, particularly activities and skills related to exceptional children.
- Documenting and relaying information as instructed
- Promoting positive feelings and self esteem
- Assist with over all cleaning and maintenance of toys, equipment, and spaces
- Ensure supplies and areas are being used safely and sensibly
- Assist in ensuring rooms are within staff to child ratio
- Follow internal policies and procedures as outlined
- Ensure Childcare Centre guidelines are followed as set by the Ministry of Community and Social Services

Other duties:

- Responsible for bus routines
- Assist in preparing for new child entry (ie. assigning locker, labelling, etc.)
- Assist in ensuring items are stocked and inform Supervisor when items/supplies are needed
- Responsible for relieving Program Staff breaks as per schedule
- Conduct inventory twice per year
- May be asked to fulfil duties as the Early Childhood Educator in their absence
- Other duties as assigned by Supervisor

REQUIREMENTS

Education and Experience:

- Minimum of enrollment in Early Childhood Educator program
- Preferred education: Early Childhood Education Diploma
- Experience or knowledge of First Nation or Indigenous communities
- Experience or knowledge of supports and services for exceptional children

Knowledge, Skills & Abilities:

- Excellent verbal and written communication skills for working with your team, children, guardians, and others in contact with
- Understanding the importance of Health and Safety to take all reasonable precautions to ensure the safety of self, co-workers, students, and others in contact with
- Competent with computers and Microsoft software is an asset
- Strong organizational skills

Designations, Licences & Requirements:

- CPR and First Aid or willingness to obtain
- Acceptable Criminal Record and Vulnerable Sector Check
- Current immunization record and T.B. test if employment is offered

PROBLEM SOLVING & COMMUNICATION

- Build and maintain relationships with children, guardians, and other internal and external stakeholders
- Attend professional development, workshops, meetings, and special functions as directed
- Excellent written communication skills for assisting with filing records and keeping up to date daily logs
- Strong conflict resolution skills and ability to handle and effectively react to different behaviour styles of children
- Responsible for attending behaviour management, weekly meetings to problem-solve negative behaviours within the children

DECISION MAKING & IMPACT

- Responsible for administering minor first aid and recognizing when professional help is required
- Report any cases of accident, injury, suspected abuse/neglect, behaviour problems to Supervisor
- Assist the Early Childhood Educator in planning programs that will influence and affect children, their families, and the community at large

WORKING CONDITIONS

1. Physical Demands- This position requires incumbent to stand for long periods of time, some crouching/kneeling, leaning, bending over, and lifting of various objects up to 40 pounds. Must be able to keep up with the children.

2. Environment- Moderate exposure to outside encountering adverse weather conditions, safety hazards and temperature extremes. Minimal exposure to potential hazards within the childcare centre (ie. Cleaning supplies).
3. Mental Effort- This position is based in a fast-paced environment. Continuous periods of quick thinking for frequent handling of difficult situations that some may find stressful.
4. Position Type/Expected Hours of Work – Regular full-time hours of 37.5 hours per week

This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

I hereby acknowledge and agree to comply with the above description necessary to fill the position.

Employee Name	Employee Signature	Date
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Supervisor Name	Supervisor Signature	Date
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Forward cover letter and resume to:

Administration Office,
 Chippewas of Nawash Unceded First Nation,
 135 Lakeshore Blvd.
 Neyaashiinigmiing, Ontario, N0H 2T0.

Identify the position applied for on the outside of your package.

Fax: 519-534-2130
 E-mail: employment@nawash.ca

