

JOB POSTING DETAILS

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| Employer | Garden River First Nation (Ketegaunseebee Garden River First Nation) | Job Type | RI |
| Job Title | Supervisor - Child Care Centre | Duration | Full Time |
| ES Job ID | 13348 | Location | NA |
| Date Posted | September 14, 2022 | Closing Date | September 27, 2022 |

Job Overview - Description & Duties

Position: Supervisor
Salary Range: \$25.65 - \$28.86 (Pending Education & Experience)
Duration: Full-Time
Location: CHILD CARE CENTRE
Report to: MANAGER, CHILD CARE CENTRE

The Garden River First Nation Child Care Centre, GRFN CCCC, is seeking a supervisor to be responsible for providing general supervision of the program staff and their activities and assumes all duties of supervision of the day-to-day operations of the Child Care Centre. The Supervisor functions within the legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities.

DUTIES

- Ensuring adequate scheduling and staff supervision for appropriate child to staff ratios
- Support Program Staff with coverage of shift duties in all program rooms when necessary; including troubleshooting the rearranging staff or stepping into a classroom to cover if needed.
- Replacing program staff (for appts; sickness; early departures or late arrivals, etc.) on the floor as part of the child/teacher ratio;
- Planning program and shift schedule changes and revisions in consultation with program staff and the approval of the Manager;
- Ensuring weekly activity, plans are submitted, reviewed, and posted;
- Ensuring program activity plans are followed and implemented, ensuring programs are geared to the needs of the individual child, with concern for their interests, abilities, special talents, and individual learning style;
- Delegating specific task assignments to the employees of his/her program as may be required;
- Maintaining the enrolment process in collaboration with the Manager;
- Following the Centre's policies and procedures for maintaining health records and administering medication and first aid
- Reporting all accidents, injuries and illnesses to the manager and record such incidents in the daily program log, and reporting as a serious occurrence, if necessary;
- Documentation of any correspondence with the family pertaining to any incident reports at the Child Care Centre;
- Developing and maintaining an allergy alert binder for the Child Care Centre in each classroom, as well as at the front desk for staff to have access to;
- Participating in professional development and monitoring performance with staff;
- Performing other duties as may be required or assigned;

Required Skills

QUALIFICATIONS

- Required Early Childhood Education diploma or equivalent as approved through the provincial licensing process;
- Minimum two (2) years Supervisor experience and/or experience working/teaching with children is preferred;
- Related skills including WHMIS, CPR, First Aid and Knowledge of the Day Nursery Act;
- Ability to research, plan and implement well-organized activities/programs;

- Demonstrated sensitivity to and knowledge to the First Nation cultural values and traditions;
- Confidence in resolving conflicts and demonstrating positive problem-solving skills with staff
- Flexibility required to keep pace with an ever-changing environment;
- Ability to work independently and collaboratively as a member of a team;
- Excellent organizational skills, time management skills, interpersonal and communications skills, both oral and written;
- Must undergo a criminal record and vulnerable sector check prior to employment (At Applicant Expense)

Other Requirements

NA

How to Apply

For a copy of the full job description please email employment@gardenriver.org and one can be forwarded

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: September 27, 2022 @ 4:30PM. Please address the envelope and/or email "Supervisor, CCC- 2022-89" and submit to:

Human Resources

Garden River First Nation

7 Shingwauk Street, Garden River, ON P6A 6Z8

Email: employment@gardenriver.org

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PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS. SELF-IDENTIFICATION IS ENCOURAGED.

We thank all applicants for their interest; however only those selected for an interview will be contacted