



EMPLOYMENT OPPORTUNITY
REGISTERED EARLY CHILDHOOD EDUCATOR (RECE)
PERMANENT FULL-TIME – 35 HOURS/WEEK

Job Scope:

The Alderville First Nation Day Care is recruiting for a kind and caring Registered Early Childcare Educator (RECE) responsible for providing educational programming and other learning activities for the children and to assist them with their personal needs.

This is a permanent, full-time position at 35 hours per week. The successful candidate will work under the direct supervision of the Child Care Supervisor. **There are two (2) positions available!**

Duties & Responsibilities:

Key activities:

- Collaborates closely with all other members of the Child Care Program Team to provide nurturing care and education to young children in a group setting;
- Works in accordance with the goals and curriculum plans of the Child Care Centre as well as the philosophy and policies of the Centre and in compliance with the Early Years and Child Care Act.

Responsibilities:

- Provides in and out of daycare learning for children ensuring that the program operates at all times in compliance with all child care licensing standards;
- Ensures constant supervision, safety and well-being of the children - both one on one and group basis;
- Recognizes and responds to the needs of each child by using developmentally appropriate teaching and child behavior management techniques;
- Shares in the responsibility for planning, preparing and implementing stimulating, age appropriate activities that encourage children's creativity and learning; promotes each child's social, emotional cognitive and physical development;
- Participates fully and consistently as a conscientious team member in care for the children and in the overall operation of the program and Centre; maintains regular and open communication with co-workers;
- Establishes and maintains regular communication with parents;
- Observes and records relevant information on each child's progress as required.

Personal Care:

- Assists children in learning and appreciating their personal care needs; assists children with personal hygiene, medical and behavioural needs;
- Responsible for maintaining program equipment in good repair; assists with toy/equipment disinfecting;
- Responsible for maintaining an organized and clutter-free play environments and storage areas.

Related and other duties:

- Attends staff/program meetings as required;
- Participates in ongoing professional development and attends/maintains all mandatory training;
- Assists in the administration of first aid as required; participates in Fire Drills and other emergency procedures as necessary;
- Participates in the supervision, training and mentoring of students and on-call staff.

Minimum Qualifications:

- Must have an Early Childhood Education Diploma and be registered with the College of Early Childhood Educators (RECE);

- Field Placement experience within the last year and/or at least one-year previous experience working with children in a daycare setting;
- Must have Valid Certification in C.P.R. & First Aid;
- Updated Immunization records;
- Current Criminal Reference Check and Vulnerable Sector Search required (if position is offered).

Preferred Experience:

- Familiar with emergent curriculum and “How Does Learning Happen?”;
- Strong appreciation and empathy of the needs of children;
- Knowledge of Native Culture and First Nation communities an asset;
- A valid Class G driver’s license and reliable transportation an asset.

Salary: Alderville First Nation Salary Grid will apply – targeted start rate is **\$20.64 - \$21.72** per hour

Benefits: As per AFN’s Personnel Policies & Procedures, this permanent full-time position offers mandatory Group Health Benefits (cost share of premium at 20% for employee); Pension Plan eligible, two (2) weeks paid vacation to start and paid sick leave credits up to 15 days/fiscal year.

Deadline: Open until positions are filled.

How to apply: *Applications must include a cover letter, resume and three work-related references and/or letters of reference.*

Note: Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, members of Alderville First Nation and persons of Aboriginal heritage will be given priority. Qualified candidates who self-identify as members of AFN or as “Aboriginal” as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

Chief and Council retain the right to make the final decision on the selection of the successful candidate.

How to Contact:

Melissa Levesque, Human Resources Manager
 Phone: 905-352-2011 ext. 261
 Fax: 905-352-3242
 Email: mlevesque@alderville.ca



Applications can also be hand delivered to the reception area of the Alderville First Nation Administration Office located at 11696 Second Line Road, Alderville, Ontario K0K 2X0.