



Chippewas of RAMA  
First Nation

## Employment Opportunity

Job Title: **Registered ECE**  
Job Code: EDU271  
Department: Education  
Reports to: Early Childhood Services Manager

Date Posted: 13/Sep/22  
Date Closed: Open

The Chippewas of Rama First Nation supports the United Nations Declaration on the Rights of Indigenous Peoples. Specifically, Rama supports the training, education and employment of Indigenous People.

Employment Classification: Maternity Leave Contract  
Availability & Term: Approx. Start Date: As soon as possible  
Remuneration: \$21.09 per hour

### **JOB PURPOSE/SUMMARY**

Responsible for the supervision/management of classroom/playroom by ensuring the safety and physical well being of the children. Daily curriculum, evaluate the program effectiveness, communication with parents and other staff.

### **QUALIFICATIONS**

- Education:**
- College 2 years - ECE diploma
- Skills and Abilities:**
- In good standing with the Ontario College of Early Childhood Educators
  - Must have First Aid/CPR Level C
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  - Medical exam stating free from infectious disease will be required
- Experience:**
- Experience working with and care of children newborn to 12 years old required.
- Other:**
- A Vulnerable Sector Screening is required for this position.

Qualified applicants may submit their cover letter and resume to the attention of:

Charlene Benson, Human Resources Manager  
Chippewas of Rama First Nation  
5884 Rama Road, Suite 200, Rama, Ontario L3V 6H6  
Fax: (705) 325-4718 Email: charleneb@ramafirstnation.ca

**\*\* ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED \*\***

Rama First Nation is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.

**The Chippewas of Rama First Nation - A Proud, Progressive First Nation Community**



# Job Description

Job Last Updated: 6/Nov/18

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### **KEY JOB FUNCTIONS/RESPONSIBILITIES**

- Have up-to-date knowledge of and adhere to the Child Care and Early Years Act.
- Plan and deliver weekly and monthly program plans according to the Child Care and Early Years Act and departmental guidelines that provide a wide variety of social, creative, emotional, intellectual and physical activities to meet the overall needs of the child.
- Provide constant supervision of the children in care ensuring needs are met.
- Maintain daily written records in the logbook and through the children's daily sheets.
- Ensure that child care routines are carried out in a manner that is prompt, hygienic and consistent with good child development principles – diapering, toileting, eating, napping and transitions between activities.
- Set reasonable behavior expectations – keeping with the universal rules and guidelines.
- Ensure that direct engagement with the children through play is at the forefront of each day.
- Assess the developmental level of the children in care.
- Conduct a daily health check of each child and get regular updates on allergies and special conditions.
- Ensure that the physical layout, appearance and décor of the playrooms and parent areas are bright and welcoming.
- Organize space, equipment and materials prior to an activity.
- Complete responsibilities for cleaning and sanitizing playroom, toys and equipment according to procedure.
- Assist co-workers with ensuring that the playroom is in Ministry compliance with required fire drills and various playground inspections.
- Follow centre procedure for reporting serious occurrences, accidents, illnesses, injuries.
- Ensure daily communication with all parent/guardians is constant, consistent and positive.
- Administer medication if required, following the administration form as filled out by the parents/guardians.
- Complete a developmental checklist on each child as they transition to the next playroom.
- Form positive relationships with the children and families in care.
- Check room inventory so equipment is kept in good repair/supplies available when needed.
- Use a variety of teaching techniques (model, observe, question, demonstrate, reinforce).