



Manager – Child Care Services 020-23-1
Child Care Services, Social Services
Full-Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **February 8, 2023**, for the Manager with Child Care Services, Social Services Department. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through <https://www.vscyberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

JOB SUMMARY: The Manager reports to and works under the direction and supervision of the Director of Social Services. The Manager of Child Care Services is responsible for the management of the licensed childcare services as administered and delivered by Six Nations of the Grand River Elected Council, (SNGREC), including the Special Needs Resourcing Program. Supports the development of childcare spaces and the programs operate and are delivered in compliance with the Early Years and Child Care Act, the Federal and Provincial frameworks and responsive to community needs.

Ability to respond to various situations that are relevant to the historical trauma's that have impacted Six Nations children and families.

The Manager works within the policies and procedures established by Six Nations of the Grand River.

Type	Full Time
Closing Date	February 8, 2023
Term	Permanent
Hours of Work	37.5 hours per week
Wage	\$73,000/annum

BASIC QUALIFICATIONS:

- Registered Early Childhood Educator in good standings and a minimum of two (2) years of experience in a childcare setting and two years supervisory/management experience or Undergraduate degree in Child and Youth Studies or related field with two years management experience and minimum of two (2) years of experience working from an educational framework with children;
- Must have a valid First Aid/CPR certificate;
- Vulnerable police record check and police record check clearance; Thoroughly familiar with Child Care and Early Years Act and other relevant legislation, regulations, and guidelines.
- A person of Haudenosaunee ancestry in preference to other applicants and ability to incorporate the values, principles, and teachings into the programs.
- Must be available to work unscheduled hours including evenings and weekends.
- An understanding of the historical traumas and trauma informed care response.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

- Excellent communication and presentation skills, using technology and other methods to convey and gather information.
- Up to date immunization and able to meet requirements under the Early Years and Child Care Act.
- Working knowledge of, “How Does Learning Happen” and other current literature related to child care and Early Years.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Melissa Stefureak, Staffing Officer at 519-445-2223 ext 5727 or via email at recruitment@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Manager – Full Time – 020-23-1
 c/o Reception Desk
 Grand River Employment & Training (GREAT)
 P.O. Box 69, 16 Sunrise Court
 Ohsweken, Ontario NOA 1M0

POSITION DESCRIPTION

POSITION TITLE: **Manager - Child Care Services**

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Director of Social Services

PURPOSE & SCOPE OF THE POSITION:

The Manager of Child Care Services is responsible for the management of the licensed childcare services as administered and delivered by Six Nations of the Grand River Elected Council, (SNGREC), including the Special Needs Resourcing Program. Supports the development of childcare spaces and the programs operate and are delivered in compliance with the Early Years and Child Care Act, the Federal and Provincial frameworks and responsive to community needs. Ability to respond to various situations that are relevant to the historical trauma's that have impacted Six Nations children and families;

DUTIES & RESPONSIBILITIES:

1. **Technical Functions** – Provision of service delivery is mandated and operates under the College of Early Childhood Educators of Ontario and the Early Years and Child Care Act of Ontario.
 - Managing multiple projects relevant to developing and enhancing the childcare programs and services;
 - Supervision of staff and functions related to this as required for direct reporting;
 - Expertise in the Child Care licensing system and data collection requirements.
 - Assisting the Director of Six Nations Social Services with the on-going determination/assessment of community service needs, the setting of service goals and objectives and the development of policy
 - Ability to analyze and provide assessment of legislative changes and licensing regulations.
 - Ability to incorporate language and culture into the programs and provides evaluation of such;

2. **Administrative Functions** –
 - Completion and submission of staff timesheets, leave forms, travel forms, performance appraisals and work plans in accordance with policies and procedures
 - Familiar with SNGREC policy and procedures and ability to implement as required;
 - Completion of annual workplans, service objectives and strategic development of outcome measures for the childcare programs;
 - Works with the Child Care supervisors to ensure compliance with standards, best practice and responsive to community needs needs and in relation to changing community needs or identified program weaknesses;
 - Conducting on-going monitoring/review and evaluation of the Early Years and Childcare service provision against the Six Nations service principles and policy, established service standards and an annual Program Service Plan
 - Preparing annual reviews and developing and recommending the subsequent year program plan to the Director;
 - preparing required department and Ministry reports and submitting to the Director for review as per reporting schedules, and

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- Perform work functions in accordance with SNGREC policies and procedures.
- Communicates and supports plans for preventative maintenance and care of the building with the Maintenance Lead and Executive Administrator.

3. **Communications Functions**

- Demonstrating (role-modelling) as the manager, the highest standards of service consistent with Six Nations Social Services principles and policy in working with children and families;
- Compose Briefing Notes, memos, correspondence, and updates, etc as necessary
- Maintaining confidentiality and ensures compliance following Personal Health Information Protection Act (PHIPA) and the *Personal Information Protection and Electronic Documents Act* (PIPEDA) legislation regulations
- Maintaining a team approach to resolving such issues, conflicts and problems that may arise in the process of providing support services
- Involving staff in decision making respecting unit problem solving, planning and development.

4. **Other Functions** – other duties as assigned or deemed necessary as relates to the position which includes, but is not limited to, participation in the Six Nations Emergency Response Plan, Crisis Services and the Tragic Events Response Team.

WORKING CONDITIONS:

- Work involves mental stress, balancing multiple projects in a workload with broad ranged focus, constant interaction with partners, community members, staff and relevant agencies.
- Subject to deadlines, interruptions, and some unscheduled work hours, evening and weekend hours, and the ability to take direction, and work effectively and independently.
- Travel inside and outside of the community using personal transportation.

WORKING RELATIONSHIPS:

- Must be able to work independently and as a team player with the Six Nations Social Services staff
- Establishing positive, collaborative working relationships and linkages among societies, schools/school boards/school authorities, and community service providers
- Assisting in the establishment of interagency working relationships in respect to the delivery of community support services to members
- Receives supervision, instruction, direction and guidance in planning, priorities and interactions to ensure tasks are done efficiently and effectively.

With the Director of Six Nations Social Services:

Receives instructions, supervision, direction, guidance and discusses plans, and priorities to ensure tasks are done efficiently and effectively.

With the community and other agencies

- Provides information and assistance, and cultural training to support the Indigenous child and youth.
- Works in a cooperative and courteous manner
- Represents and promotes SNGREC and the Social Services Department in a courteous, cooperative and professional manner
- Familiar with SNGREC, and Health and Safety policies and procedures.

KNOWLEDGE SKILLS:

Minimum Requirements:

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- Must be available to work unscheduled hours including evenings and weekends.
- An understanding of the historical traumas and trauma informed care response.
- Excellent communication and presentation skills, using technology and other methods to convey and gather information.
- Up to date immunization and able to meet requirements under the Early Years and Child Care Act.
- Working knowledge of, “How Does Learning Happen” and other current literature related to child care and Early Years.

Other Related Skills:

- Expertise in one or more financial, technical, or business administration areas; Community and Social Services Management, or Community Development
- Significant experience in managing, coaching others in order to achieve key results in a unit
- Skilled management of capital planning and implementation process
- Project management experience, managing single and multiple project
- In-depth knowledge of the child-care system and considerable understanding of how provincial and federal influences impact the system

IMPACT OF ERROR:

- Errors in judgment and in the conduct of duties could lead to loss of credibility, poor public relations, and other public confusion, serious impacts on clients and staff, legal liability to self and to SNGREC.

CONTROL:

- Works within the organizational structure and administrative policy and procedures established by the Six Nations of the Grand River Employment Policy;
- Works within the Six Nations Social Services values, principles, and mission statement, and the policies as set by the SNGREC.
- Works within the policies and procedures established through service contracts by the SNGREC and the funding agency (Ministry of Education, Early(ON) Years, Jordan’s Principle, etc.), and within the relevant legislation, i.e., Child Care and Early Years Act, etc.

DISCLAIMER

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This document describes the position currently available and is only a summary of the typical functions of the position. It is not to be understood as an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Six Nations Social Services reserve the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its content.

Signature of Employee

Date

Social Services is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the Ontario Human Rights Code and the Child and the Six Nations Council policies. Social Services is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the Ontario Human Rights Code and the Six Nations of the Grand River Elected Council policies.