



**Private Home Visitor and School Age Child Care Facilitator, 142R1-23-4**  
**Social Services, Early Years & Child Care**  
**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, **September 27, 2023**, for the **Private Home Visitor and School Age Child Care Facilitator with Social Services, Early Years & Child Care**. 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](http://www.greatsn.com) website. Online applications are 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 **Private Home Visitor and School Age Child Care Facilitator** reports and works under the direction and supervision of the Early Years Outreach Manager.

In these combined roles, the Private Home Child Care Visitor on Six Nations position is responsible for the operation and management of the home childcare agency, including its program, finances, and personnel administration.

The School Age Child Care (Before and After) facilitator is responsible for implementing "How Does Learning Happen" promoting Haudenosaunee Culture, Language and Early Learning for Every Child Today (ELECT) document, in accordance with the Child Care and Early Years Act.

<b>Type</b>	Full Time
<b>Closing Date</b>	September 27 <sup>th</sup> , 2023
<b>Hours of Work</b>	37.5 hrs./week
<b>Wage</b>	TBD

\*A competitive compensation package will be offered commensurate with qualifications. \*

**BASIC QUALIFICATIONS:**

- Early Childhood Educator Diploma and registered with the College of Early Childhood Educators (RECE) and two years' experience working in a licensed childcare program.
- Will have a valid certificate in First Aid/CPR or willing to acquire.
- Work experience with special needs children an asset

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.

- Access to a reliable insured vehicle and hold a valid Ontario Driver's License class G.
- Must pass a medical examination.
- Must pass a Vulnerable Sector Check (VSC), willing to submit to Ministry of Education
- Will have good interpersonal skills.
- Will have good verbal and written communication skills.
- Will be flexible in working various day shifts.
- Will have knowledge of Haudenosaunee Culture and Language or willing to obtain.
- Will be thoroughly familiar with relevant legislation, regulations, and guidelines.
- Will be knowledgeable about the native culture, language, and traditions of Six Nations
- Will be familiar with traditional approaches to assist.
- Will be willing to upgrade their skills on an ongoing basis.
- A good understanding of the theory and practice of family support programs in our community
- Experience working with families and children in a community setting.
- Preference will be given to Six Nations Band Members.

**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 includes:
  - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify 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 Dennis Oake, HR Business Partner at 519-445-2223 ext. 5717 or via email at [HRBP4@sixnations.ca](mailto:HRBP4@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 qualify 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:

**Private Home Visitor and School Age Child Care Facilitator - Full Time – 142R1-23-4**  
 c/o Reception Desk  
 Grand River Employment & Training (GREAT)

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.

P.O. Box 69, 16 Sunrise Court  
Ohsweken, Ontario N0A 1M0

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.



## POSITION DESCRIPTION

**POSITION TITLE:** Private Home Visitor and School Age Child Care Facilitator

**REPORTING RELATIONSHIP**

Reports to and works under the direction and supervision of the Early Years Outreach Manager.

**PURPOSE AND SCOPE OF THE POSITION;**

In these combined roles, the Private Home Child Care Visitor on Six Nations position is responsible for the operation and management of the home childcare agency, including its program, finances, and personnel administration.

The School Age Child Care (Before and After) facilitator is responsible for implementing “How Does Learning Happen” promoting Haudenosaunee Culture, Language and Early Learning for Every Child Today (ELECT) document, in accordance with the Child Care and Early Years Act.

**DUTIES AND RESPONSIBILITIES**

**1. TECHNICAL:**

- Responsibility for the operation and management of the home childcare agency, including its program, finances, and personnel administration (O. Reg. 137/15, s. 60. Reg. 137/15, s. 6).
- Achieve and maintain compliance with all licensing requirements set out under the CCEYA and O. Reg. 137/15 at all times.
- Recruit, monitor and support home childcare providers by establishing agreements.
- Determining the maximum capacity of each home
- Conducting unannounced inspections of each premises on a quarterly basis
- Leading a high-quality interactive and collaborative before and after school program for families, children, and our community
- Identifying areas that will enhance the developmental areas of the child including curiosity, self-esteem, and cultural awareness.
- Planning, writing implementing and evaluating activities/curriculum that will enhance the interaction between parents and their children, group programs and individual activities, indoor and outdoor activities: active and quiet.
- Keeping a daily journal/record observations of behaviors
- Completing documentation and submission of stats as required from Ministry of Education.
- The implementation of “How Does Learning Happen”, excerpts from ELECT document, and
- Ongoing communications and maintain of a workable relationship with children, parents, staff, community, and students, promoting Haudenosaunee Culture and Language,

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.

- Plan; implement with summer camps/PD days/Mid Winters/March Break activities and outings.
- Cleaning and maintaining furniture, toys and equipment including counter space and sink, in designated area.
- Changing and rearranging furniture, toys, and equipment for variety
- Applying safety procedures and handling emergencies appropriately
- Encouraging self-help skills that are age and developmentally appropriate.
- Role model positive adult/child relationship
- Daily sweeping/wiping off table, take garbage out mop if needed before and after programs.
- Daily outdoor play/walks weather permitted.

## **2. ADMINISTRATIVE:**

- Establishing written agreements with private home childcare providers and including the maximum capacity of each home, who is responsible for the provision of equipment.
- Maintaining copies of records for all children being cared for on the premises. It is important to note that all licensing requirements must be met for all children receiving childcare (children who are enrolled by the agency, as well as children who are privately placed by the provider).
- Acting as a role model for parents, students, volunteers, other staff and visitors
- Assisting with planning and implementing parent meetings or programs
- Using 'How Does Learning Happen' as a framework for all planning.
- Observing individual child's development and referring concerns to the coordinator
- Developing and implementing individual programs and writing progress reports
- Assisting in promotion activities/fundraising
- Following behavior management guidelines.
- Operate within multi-agency networks to ensure the correct support is available.
- Attending in-service training as well as surrounding areas
- Provide one-on-one support/counseling to parents, caregivers, and children in form of referrals, linkages with other professionals.
- Practice/implement the How Learning Happens framework or any future childhood developmental tools that may arise while in the position.
- Creative activities ready and set out for the next day (prior approved by the Supervisor)
- Computer knowledge and some experiences with data collection
- Name tag is required.
- On-going upgrading your skills through workshops, courses, training.

## **3. COMMUNICATIONS & LIAISON:**

- On-going communications with home childcare providers, participants, parents, and new families
- Providing guidance to parents, student teachers/volunteers and other trainees
- Aware of community diversity concerning culture, values, and customs
- Knowledgeable of the impacts of Multi-Generational trauma on families and the community
- Build and maintain relationships with parents/guardians to further support children.

- Support and encourage parents/caregivers to take part in the program with the child/children in their care
- Work with parents with cultural backgrounds to promote healthy infant/child-parent interactions and provide information on early child and infant development.
- Promote and encourage families, staff, and community to utilize the Toy Lending Library

#### **4. OTHER RELATED DUTIES:**

- Performs any other related duties as assigned by the Manager of Early Years Outreach which includes, but is not limited to, participation in the Six Nations Community Emergency Measures Plan.
- Changes in Job descriptions are based on the Ministry of Education, College of Early Childhood Educators, and the Six Nations Band Council Employee Policy. Employees will be notified of any changes.

#### **5. WORKING CONDITIONS**

- Travel by car using own transportation to access home childcare providers in the community (minimum auto insurance of \$2 million)
- Patience and flexibility working with a variety of age groups.
- Daily contact with parents at the before and after school program
- Working in a climate-controlled environment except for daily outside supervision/interaction with children
- Some after hour's participation for staff meeting, parent meetings.
- This position involves mental stress; requires interaction with the public, subject to deadlines, interruptions, and some unscheduled hours; flexibility to work evenings and some weekend hours; ability to take direction, prioritize and work independently.
- Cell phones are not to be used during work hours unless authorized by the Supervisor (emergency only/trips)
- Name tag is required/worn daily. A charge will be added if lost/stolen (new name tag locate at the Human Resources)

#### **6. WORKING RELATIONSHIPS:**

##### Working with Early Years Outreach Manager

- Receives supervision, instruction, direction, and guidance in all program-facing environments including planning, priorities, and interactions to ensure tasks are done efficiently and effectively.
- Working with the manager to maintain administrative duties, including program planning, inventory, and collection of statistics.
- Acts as a functional supervisor, completing time summaries, attendance management, leave request, and any disciplinary action.

##### Working with the Directors

- Acting as a resource providing information and assistance in a cooperative and courteous manner.

##### With the Community

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.

- Working in a cooperative and courteous manner that represents and promotes Six Nations Council and the Social Services Department,
- Represents and promotes Six Nations Council, Social Services and Child Care Services, and the Gahwajiya:de' Detenatgwa'ta' in a courteous, cooperative, and professional manner.
- Familiar with Six Nations Council Employment and Health and Safety policies and procedures
- Programs incorporated based on community's needs.
- Being a support and resource for families

#### Working with other staff/other Six Nations Agencies

- With courtesy, cooperation, and teamwork
- Represents and promotes the Six Nations Child Care Services and Six Nations Social Services in a courteous, positive, and cooperative manner; provides information and assistance.
- Provide a variety of workshops during day/evenings and some weekends, newsletters, monthly calendars.
- Being an advocate for Family Gatherings through partnership with other agencies, advertising, flyers, networking
- Represents and promotes Six Nations interests related to the Six Nations Child Care Services and Six Nations Social Services; maintains awareness of legislation, policy, and program changes; develops sound professional working relationships.

## **7. KNOWLEDGE AND SKILLS REQUIREMENTS**

### Qualifications:

- Early Childhood Educator Diploma and registered with the College of Early Childhood Educators (REC E) and two years' experience working in a licensed childcare program.
- Will have a valid certificate in First Aid/CPR or willing to acquire.
- Work experience with special needs children an asset
- Access to a reliable insured vehicle and hold a valid Ontario Driver's License class G.
- Must pass a medical examination.
- Must pass a Vulnerable Sector Check (VSC), willing to submit to Ministry of Education
- Will have good interpersonal skills.
- Will have good verbal and written communication skills.
- Will be flexible in working various day shifts.
- Will have knowledge of Haudenosaunee Culture and Language or willing to obtain.
- Will be thoroughly familiar with relevant legislation, regulations, and guidelines.
- Will be knowledgeable about the native culture, language, and traditions of Six Nations
- Will be familiar with traditional approaches to assist.
- Will be willing to upgrade their skills on an ongoing basis.
- A good understanding of the theory and practice of family support programs in our community

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.

- Experience working with families and children in a community setting.
- Preference will be given to Six Nations Band Members.

**Other Preferred Qualifications:**

- Excellent computer skills and demonstrated proficiency in current business software.
- Good organizational skills
- Ability to work independently and as a strong team player, good interpersonal skills.
- Ability to teach primary words/phrases from either Mohawk/Cayuga Language
- Ability to be patient and relate to children and adults with equal respect and dignity, regardless of life experiences, culture and values.
- Be sensitive to and act on the individual child's developmental needs.
- Communicate clearly both written and verbal with adults and children.
- Works within the organizational structure and administrative policy and procedures established by the Six Nations Employment Policy, Six Nations Childcare Services. College of ECE, Ministry of Education and the Six Nations Social Services values, principles, and mission statement
- Works within the policies and procedures established through contract by the Six Nations Council and the funding agency.

**8. IMPACT OF ERROR**

- Errors in not carrying out duties could result in injury to children, other employees and personal liability to self and Six Nations Council
- Errors in not carrying out the duties could also result in termination.
- Employee signature verifies the acknowledgement, understanding and adhered to by any changes/recommendations required for the position.
- Job descriptions to be reviewed annually or earlier if immediate changes occur.

**CONTROL:**

Guiding principles set by the Social Services (Department) and the Six Nations Elected Council. Must work within the Policies and Procedures established by the Six Nations Elected Council for Social Services and the Early Years programs. (Department).