



Registered Early Childhood Educator, 155-23-4
Social Services, Early Years & Child Care
Contract

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 27th, 2023**, for the **Registered Early Childhood Educator with Social Services, Early Years & Child Care** 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 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 **POSITION** reports to and works under the direction and supervision of the Child Care Supervisor and in accordance with Six Nations Social Services Mandate the Early Childhood Educator.

Under the direction of the Child Care Supervisor, the Registered Early Childhood Educator (RECE/ECE) is responsible for maintaining a high-quality child-care program by offering safe play-based, child-centred learning experiences for children six months to nine years; promoting the emotional, cognitive, social, and physical well-being of the children while effectively communicating with the parents.

The RECE/ECE will ensure the implementation of “How Does Learning Happen”, Excerpts from ELECT document, and also comply with Six Nations Elected Council Employment Policy, the Six Nations Council Health and Safety Guidelines, Six Nations Child Care Policy and Procedures and Parent Handbook.

Type	Contract
Term	Maternity Leave
Closing Date	September 27 th , 2023
Hours of Work	37.5 hrs./week
Wage	TBD

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

BASIC QUALIFICATIONS:

- Must have an Early Childhood Education Diploma through a Community College
- Must be Registered with the College of Early Childhood Educators
- Thoroughly familiar with relevant legislation, regulations, and guidelines, i.e., requirements as set out by the Child Care and Early Years Act
- Must have a valid certificate in First Aid/CPR

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.

- Must submit and ensure immunizations are up to date
- Must submit a health assessment as according to Child Care Early Years Act
- Must pass a criminal records/vulnerable sector check
- Must sign and submit an offence of declaration every calendar year in which a vulnerable sector check is to be obtained
- Must be at least 18 years of age with a minimum grade 12 or equivalent.
- Will have Food Handlers Certificate or willing to obtain

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.

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:

Registered Early Childhood Educator – Contract – 155-23-4
 c/o Reception Desk
 Grand River Employment & Training (GREAT)
 P.O. Box 69, 16 Sunrise Court
 Ohsweken, Ontario N0A 1M0

**EARLY CHILDHOOD EDUCATOR
EARLY YEARS CHILD CARE SERVICES**

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Child Care Supervisor and in accordance with Six Nations Social Services Mandate the Early Childhood Educator.

PURPOSE AND SCOPE OF THE POSITION:

Under the direction of the Child Care Supervisor, the Registered Early Childhood Educator (RECE/ECE) is responsible for maintaining a high quality child care program by offering safe play-based, child-centred learning experiences for children six months to nine years; promoting the emotional, cognitive, social, and physical well-being of the children while effectively communicating with the parents.

The RECE/ECE will ensure the implementation of "How Does Learning Happen", Excerpts from ELECT document, and also comply with Six Nations Elected Council Employment Policy, the Six Nations Council Health and Safety Guidelines, Six Nations Child Care Policy and Procedures and Parent Handbook.

DUTIES AND RESPONSIBILITIES:

1. TECHNICAL:

- Provide a nurturing and caring environment conducive to learning
- Identifying child interests that will enhance the developmental areas of the child including curiosity, self-esteem and cultural awareness
- Feeding infants in accordance with written instruction of parents and providing parents with any concerns relating to food intake
- Perform daily playground and sleep room duty following established procedures/guidelines.
- Cleaning and maintaining furniture, toys and equipment including counter space and sink in designated area
- Changing and rearranging furniture, toys and equipment for variety as per child's interest
- Providing guidance to student teachers/volunteers and other trainees on assignment at the child care programs
- Observing individual child's development and referring concerns to the Special Needs Consultant and assisting the Special Needs Resourcing Team in developing and implementing individual programs
- Following behaviour management and self- regulation guidelines

2. ADMINISTRATIVE:

- Acting as a role model for co-workers, parents, students, volunteers, and visitors
- Planning, writing, implementing and evaluating activities/curriculum for developmental growth of the child, through group and individual activities, indoor and outdoor activities and active and quiet
- Be flexible in working with all age groups as required

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- Keeping daily log of each child and daily activities as required by the Child Care and Early Years Act and “Hi Mamma®”
- Ensuring any food/drink supplied by the parent is properly labelled and stored
- Plan walks, trips, visitors and resources to compliment planned program
- Planning and implementing gathering time that is related and/or is of interest to the children
- Providing supervision and interaction with children at all times
- Doing an informal health check of each child upon arrival
- Daily inventory of equipment in designated area inside and outside to ensure items have been returned and put away
- Conducting parent interviews
- Implement the ELECT framework and “How Learning Happens” framework or any future childhood developmental tools that may arise while in the position
- On-going upgrading your skills through workshops, courses, training to advance professional development, as required in maintaining Continuous Professional Learning (CPL)
- Name tag is required/worn daily for security purposes-if lost/stolen a charge will be required

2. COMMUNICATIONS & LIAISON

- Greeting children and parents upon arrival and departure
- Apply safety procedures and address emergencies according to established procedures
- Providing daily communications with co-workers as per scaffolding of learning based on child’s interest and developmental skills, to prepare and implement activities
- Work cooperatively with all staff.
- Interact effectively with children, parents, co-workers, students and volunteers
- Providing daily communications with parents both written and verbal on child’s progress and recording difficulties, accomplishments, milestones, and symptoms of ill health in daily journal and child’s individual records
- Assisting with planning and implementing parent meetings or programs
- Assisting in promotional activities/fundraising
- Conduct parent interviews as required
- Working cooperatively with all staff enhancing relationships with community resources and collaboration with existing programs and services on and off Six Nations of the Grand River communities
- 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
- Maintaining confidentiality as per Six Nations Council Employment Policy.

4. OTHER RELATED DUTIES:

Any other related duties as assigned by the Child Care Supervisors which includes, but is not limited to, participation in the Six Nations Emergency Response Plan, Pandemic Plan of Response and the Trauma Events Response Team (TERT).

WORKING CONDITIONS:

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- Patience and flexibility working with a variety of age groups
- Works in a climate controlled environment accept for daily outdoor supervision/interaction with children
- Some after-hours participation for staff meetings, parent meetings and other planned activities
- Meeting ratios when required during “unscheduled” shutdowns as per Six Nations Council Personnel Policy
- Lifting of children, lifting and moving furnishings and equipment daily
- Flexibility working various day shifts
- Gossip/hearsay/off duty conduct is not tolerable (see Six Nations Band Council Employment Policy)
- Encouraged to be limited of what is uploaded to Facebook/Twitter and other cyber sites, which may incriminate the Child Care Working in a climate controlled environment while on site
- Maintain confidentiality
- Cell phones are not to be used during work hours unless authorized by the Coordinator (emergency, trips)
- Name tag is required/worn daily-a charge will be added if lost/stolen (new name tag located at the Human Resources)

WORKING RELATIONSHIPS:

Works with the Supervisor of Child Care Services

Receives supervision, instruction, direction and guidance in planning, priorities and interactions to ensure tasks are done efficiently and effectively.

Must be able to work independently and as a team player within the Six Nations Social Services and all other work environments.

Establishing positive, collaborative working relationships and linkages among all service providers within all work environments

Being professional and being able to accept constructive criticism

Receives direction and guidance.

With the Directors and Managers

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

With the Community

Working in a cooperative and courteous manner that represents and promotes Six Nations Council and the Social Services Department,

Familiar with Six Nations Council Employment and Health and Safety policies and procedures.

Represents and promotes Six Nations Social Services; maintains awareness of legislation, policy and program changes: develops sound professional working relationships

KNOWLEDGE AND SKILLS:

Minimum Qualifications

- Must have an Early Childhood Education Diploma through a Community College
- Must be Registered with the College of Early Childhood Educators
- Thoroughly familiar with relevant legislation, regulations and guidelines, i.e., requirements as set out by the Child Care and Early Years Act
- Must have a valid certificate in First Aid/CPR
- Must submit and ensure immunizations are up to date
- Must submit a health assessment as according to Child Care Early Years Act

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- Must pass a criminal records/vulnerable sector check
- Must sign and submit an offence of declaration every calendar year in which a vulnerable sector check is to be obtained
- Must be at least 18 years of age with a minimum grade 12 or equivalent.
- Will have Food Handlers Certificate or willing to obtain

Other Preferred Qualifications

- Will have excellent communication skills; verbal and written, as well as good interpersonal skills.
- Knowledgeable of Haudenosaunee culture, language and traditions of Six Nations
- Will be willing to participate in training and upgrading.
- Preference will be given to Six Nations band members
- Maintains confidentiality

IMPACT OF ERROR:

Errors in judgment and in the conduct of duties could lead to loss of credibility, poor public relations, and public confusion, serious impacts on clients and staff, and legal liability to self and to Six Nations Council. Failure to comply with the regulations of the Child Care and Early Years Act can impact the license of the child care programs

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 Six Nations of the Grand River Child and Family Services policies as set by the Six Nations Council,
- Works within the policies and procedures established through service contracts by the Six Nations Council and relevant funding agencies,
- Works within the Six Nations Early Years and Child Care Services program statement, Six Nations Early Years and Child Care Services Employee Handbook and Six Nations Early Years and Child Care Services Parent Handbook.

DISCLAIMER

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

Early Years and Childcare 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.

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