



P.O BOX 5000

OHSWEKEN, ONTARIO

NOA 1M0

REGISTERED EARLY CHILDHOOD EDUCATOR
STONERIDGE DAYCARE, SOCIAL SERVICES
(Contract)

Applications will be received by Grand River Employment & Training (GREAT) and Six Nations Elected Council up until 4:00 p.m. EST, **Wednesday January 24, 2018**, for contract Registered Early Childhood Educator with Stoneridge Daycare, Social Services. The Six Nations Elected Council Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications will now be accepted through recruitment@sixnations.ca. **NO LATE APPLICATIONS ACCEPTED.**

JOB SUMMARY: Under the direction and supervision of the Daycare Supervisor the Registered Early Childhood Educator is responsible for maintaining a high quality children's program for children six (6) months to nine (9) years and promoting the function of the center by facilitating a workable relationship with parents, staff and students within the policies and procedures established by Six Nations Elected Council.

SALARY: \$18.00 per hour

BASIC QUALIFICATIONS:

- Registered Early Childhood Educator Diploma from a recognized Community College/ University or equivalence as set by A.E.C.E.O;
- Current registration with the College of Early Childhood Educators;
- Valid certificate in First Aid;
- Work experience with children in a Daycare setting;
- Preference given to Six Nations Band Members;
- Good verbal and written skills.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1:

1. Printed, filled in and authorized Six Nations Council Application for Employment Form.
2. Covering 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 – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. A photocopy of your education diploma/degree/certificate or transcript.
5. A Photocopy of your current First Aid certificate and current registration with the College.
6. Place all documents listed above in a sealed envelope and mail to or drop off at:

Registered Early Childhood Educators - Contract
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69
Ohsweken, Ontario N0A 1M0

OR

Method #2:

1. Printed, filled in and authorized Six Nations Council Application for Employment Form.
2. Covering 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 – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. A photocopy of your education diploma/degree/certificate or transcript.
5. A Photocopy of your current First Aid certificate and current registration with the College.
6. Scan and email all documents listed above to recruitment@sixnations.ca.

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:

**Early Childhood Educator
Infant to School Age**

SUMMARY:

Under the direction of the Day Care Supervisor and in accordance with Six Nations Social Services Mandate the Early Childhood Educator is responsible for maintaining a high quality children's program for children six months to nine years, for promoting the function of the centre by facilitating a workable relationship with parents, staff and students; and for performing other related duties as assigned.

STATEMENT OF DUTIES/RESPONSIBILITIES:

1. Maintaining a high quality children's program for children six months to nine years.

1. Identifying themes that will enhance the developmental areas of the child including curiosity self-esteem and cultural awareness.
2. Planning, writing, implementing and evaluating activities/curriculum that will enhance all developmental areas of the child, group and individual activities, indoor and outdoor activities and active and quiet.
3. Keeping a daily log of each child's daily activities as required by the the Days Nursery Act according to age groupings
4. Incorporating children's creative ideas with activities into the program by planning, implementing and displaying artwork to enhance self-esteem
5. Feeding infants in accordance with written instruction of parents and providing parents with any concerns relating to food intake.
6. Ensuring any food or drink supplies by the parent is properly labeled and stored.
7. Planning walks, trips, visitors and resources to complement planned themes.
8. Greeting children and parents upon arrival and departure.
9. Planning and implementing circles daily that are theme related and/or are of interest to the children.
10. Performing daily playground and sleep room duties.
11. Doing an informal health check of each child upon arrival
12. Cleaning and maintaining furniture, toys and equipment including counter space and sink in designated area.
13. Daily inventory of equipment in designated area inside and outside to ensure items have been returned and put away.
14. Changing and rearranging furniture, toys and equipment for variety.
15. Applying safety procedures and handling emergencies appropriately.
16. Encouraging self-help skills that are age and developmentally appropriate.

2. Promoting the function of the centre by facilitating a workable relationship with parents, staff and students by:

1. Conducting parent interviews.
2. Acting as a role model for parents, students, volunteers other staff and visitors.
3. 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.
4. Assisting with planning and implementing parent meetings or programs.
5. Providing guidance to student's teachers/volunteers and other trainees on assignment at the daycare.

6. Observing individual child's development and referring concerns to the Resource Teacher, Assisting the Resource Teacher in developing and implementing individual programs and writing progress reports.
7. Assisting in promotion activities and fundraising.
8. Following behaviour management guidelines.

3. Performing other related duties as required.

Early Childhood Educator

Basic Mandatory Requirements:

- Will have good interpersonal skills.
- Will have an R.E.C.E. diploma from a recognized Community College/University or equivalency as set by A.E.C.E.O.
- Will have a valid certificate in First Aid.
- Will have work experience with children in a day care setting.
- Work experience with special needs children an asset.
- Preference will be given to Six Nations Band Members.
- Must pass a medical examination, be in good health and able to do heavy lifting.
- Must pass a criminal record check.
- Will have good verbal and written skills.

Knowledge Requirements

The successful applicant:

- Will be thoroughly familiar with requirements as set out by the Day Nursery's Act.
- Will be knowledgeable about the native culture, language and traditions of Six Nations.
- Will be willing to upgrade their skills

Ability Requirements

The successful applicant will demonstrate the ability to:

- Effectively carry out daily program and regulations of the DNA.
- Provide a nurturing and caring environment conducive to learning.
- Be flexible in working with all age groups as required.
- Work co-operatively and be supportive to other staff members.
- Interact effectively with children, parents, co-workers, students and volunteers.

Working Conditions

This position requires:

- Patience and flexibility working with a variety of age groups.
- Daily contact with parents.
- Working in a climate-controlled environment except for daily outside supervision/interaction with children.
- Some after hour's participation for staff meetings, parent meetings and other planned activities.
- Meeting ratios when required during "unscheduled" shutdowns as per Six Nations Personnel Policy.
- Lifting of children, lifting and moving furnishings and equipment daily.
- Flexibility in working various day shifts.

Working Relationships

Works with:

- **The Supervisor/Lead Teachers – receives direction, guidance and discusses plans, priorities or interacts to ensure tasks are done efficiently and effectively, receives instruction and supervision.**
- **Other staff/other Six Nations agencies, with courtesy, cooperation and teamwork.**
- **The public/parents/caregivers, represents and promotes the Six Nations Day Care Program in a courteous, positive and cooperative manner, provides information and assistance.**
- **External agencies, represents and promotes Six Nations interests related to the Six Nations day care program, maintains awareness of legislation, policy and program changes, develops sound professional working relationships.**

Impact of Error:

Errors in carrying out duties could result in injury to children, other employees and personal liability to self and the Six Nations Council. Failure to comply with regulations of the Day Nurseries Act can impact on the licensing of the Day Care Centre.

Controls:

Works within the organizational structure and administrative policies and procedures established by the Six Nations Employment Policy, the Six Nations Day Care, and the Six Nations Social Services values, Principles and Mission Statement.

Works within the policies and the procedures established through contract by the Six Nations Council and the funding agency (Ministry of Community and Social Services) for the program, within the legislation of the Day Nurseries Act.



APPLICATION FOR EMPLOYMENT With the Six Nations Council

PART I: GENERAL INFORMATION

Application for: (Job Title)			Closing Date:		
Name of Applicant:	First Name	Initial	Last Name	Band & Number (if applicable)	
Mailing Address (R.R.#, Blue # & Address)			Home Phone.	Alternate Phone No.	
City or Town or Village		Province	Postal Code	Email Address	
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.					
Do you have specific needs to be accommodated? If so, in what manner?	Do you have the valid required license(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a valid First Aid/CPR Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you had WHMIS Training? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If you have previously worked for Six Nations Council, please answer the following:					
Length of time worked _____ Months _____ Year(s) Dates Employed: _____					
Reason for Leaving _____					
Permission for GREAT to keep a copy of application to assist in seeking/obtaining employment. <input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you ever been convicted of a criminal offence for which a pardon has not been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Do you wish to work <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Casual					
Some positions may require a medical examination as it pertains to the position and will be requested if you are the successful candidate. Would this present a problem for you? <input type="checkbox"/> Yes <input type="checkbox"/> No					

PART II: EDUCATION

Year Last Attended	Secondary School					College or University					Graduate or Professional									
Level Completed						9	10	11	12	13	1	2	3	4	5	1	2	3	4	5
Certificates, Diplomas, Degrees obtained																				
Course of Study Taken																				
List any specialized Training, Apprenticeship Skills, Awards, Professional Designations, and other Education																				

PART III WORK HISTORY**I Present or Last Employer**

Address:

Type of Business:

Telephone Number:

Your Job Title:

Period Employed:

Name & Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties & Responsibilities:

II Previous Employer

Address:

Type of Business:

Telephone:

Your Job Title:

Period Employed:

Name & Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties & Responsibilities:

III Previous Employer:

Address:

Type of Business:

Telephone Number:

Your Job Title:

Period Employed:

Name & Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties & Responsibilities:

We will be contacting your present and any previous employers listed for a reference check. Besides your Immediate Supervisor who else should we ask to speak with? (List name, job title & phone number)

1. _____

2. _____

****PLEASE READ CAREFULLY****

YOU ARE REQUIRED TO PROVIDE PROOF OF YOUR EDUCATIONAL QUALIFICATIONS AS IT PERTAINS TO THE JOB DESCRIPTION. PLEASE ATTACH A COPY OF YOUR DIPLOMA, DEGREE, CERTIFICATE OR TRANSCRIPT WITH YOUR COVERING LETTER, RESUME AND APPLICATION FORM

By signing this application you are consenting for this employer to contact your previous employers for references.

Authorization:

I have completed this application to the best of my ability and the foregoing statements are correct to the best of my knowledge. I do understand that any misrepresentation may disqualify me from employment or be cause for dismissal. If I am hired, I shall abide by all policies and procedures of the Six Nations Council which includes serving an initial probationary period.

Applicant's Signature

Date