



P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

EARLY LEARNING FACILITATOR
FAMILY GATHERINGS, SOCIAL SERVICES
(Full Time)

Applications will be received by Grand River Employment & Training (GREAT) and Six Nations Elected Council up until 4:00 p.m. EST, **Wednesday, February 21, 2018**, for a full time Early Learning Facilitator with Family Gatherings, Social Services Department. 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 accepted through recruitment@sixnations.ca. **NO LATE APPLICATIONS ACCEPTED.**

JOB SUMMARY: Under the direction and supervision of the Coordinator of Family Gatherings the Early Learning Facilitator shall be responsible for delivering a high quality program by offering play-based, child-centered learning experiences to support children's holistic development; create a hub of support for our community and create a sense of belonging for children and their families within the policies and procedures established by Six Nation Elected Council.

SALARY: \$22.00 per hour

BASIC QUALIFICATIONS:

- Early Childhood Educator Diploma and registered with the College of Early Childhood Educators or Child & Youth Worker Diploma or the equivalent from a recognized community college;
- Must be a registered member of the College of Early Childhood Educators;
- Two (2) years work experience with children aged 0 to 10 and families;
- Valid "G" driver's license and willing to obtain class "F" license;
- Must have a valid First Aid and CPR certificate or willing to acquire;

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/ or transcript and College of Early Childhood Educators Registration.
5. A photocopy of your valid First Aid and CPR certificate (if applicable).
6. Place all documents listed above in a sealed envelope and mail to or drop off at:

Early Learning Facilitator – Full Time
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/ or transcript and College of Early Childhood Educators Registration.
5. A photocopy of valid First Aid and CPR certificate (if applicable).
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

EARLY LEARNING FACILITATOR.

REPORTING RELATIONSHIP

Reports to and works under the direction and supervision of the Coordinator of Gahwajjiya:de Detenatgwa'ta' - Family Gatherings.

PURPOSE AND SCOPE OF THE POSITION:

Under the direction of the Gahwajjiya:de Detenatgwa'ta' coordinator the Early Learning Facilitator is responsible for the delivery of a high quality program by offering play-based, child-centered learning experiences to support children's holistic development and to create a hub of support for our community and creating a sense of belonging for children and their families. The Early Learning Facilitator is part of a team working together to foster relationships with children, parents, staff, community and students, and performing other related duties as assigned.

DUTIES AND RESPONSIBILITIES

1. TECHNICAL:

- Maintaining a high quality interactive 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 interactive 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
- Ongoing communications with parents and children
- Develop and create learning resource material;
- 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 designate area
- Keep inventory of equipment in designate area outside and inside to ensure items have been returned and put away;
- 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
- Outreach to attract new families to the center
- Daily sweeping/wiping off table, take garbage out mop if needed before and after programs
- Daily outdoor play/walks weather permitted
- Provide a resource library for parents/guardians/youth/children of all ages

2. ADMINISTRATIVE:

- Acting as a role model for parents, students, volunteers, other staff and visitors
- Assisting with planning and implementing parent meetings or programs
- Observing individual child's development and referring concerns to the coordinator
- Assisting the Coordinator in developing and implementing individual programs and writing progress reports
- Assisting in promotion activities/fundraising
- Following behaviour 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 supports/counseling to parents, caregivers and children in form of referrals, linkages with other professionals

- ❑ Practice/implement the ELECT framework and How Learning Happens framework or any future childhood developmental tools that may arise while in the position.
- ❑ Develop and create learning resource material.
- ❑ Creative activities ready and set out for the next day (prior approved by the Coordinator)
- ❑ Computer knowledge and some experiences with data collection
- ❑ Name tag is required
- ❑ On-going upgrading your skills through workshops, courses, training to advance professional development

3. COMMUNICATIONS & LIAISON:

- ❑ On-going communications with parents and new families
- ❑ Through reflection and collaboration, develop and design inspiring and engaging environments that foster children's readiness to learn
- ❑ Providing guidance to parents, student teachers/volunteers and other trainees
- ❑ 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, to promote a strength-based, emergent approach to early learning
- ❑ 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
- ❑ Encourage and promote the NO CELL phone rule; instead inform parents the importance of positive interaction with their children.

4. OTHER RELATED DUTIES:

- ❑ Performs any other related duties as assigned by the Coordinator of the Child Care Resource Centre as well as the Supervisor of Stoneridge Children's Centre 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

- ❑ Some travel by car using own transportation (mileage included depends on budget allotted-prior approval by Coordinator)
- ❑ 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 meeting, parent meetings.
- ❑ Proper lifting of children, diaper changing, lifting and moving furnishings and equipment
- ❑ 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
- ❑ 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 Resource Centre as well as the employee. Disciplinary Actions/Termination may occur if a complaint is made.
- ❑ Cell phones are not to be used during work hours unless authorized by the Coordinator (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 the Coordinator

- ❑ receives direction, guidance and discusses plans, priorities or interacts to ensure tasks are done efficiently and effectively
- ❑ Work with the Coordinator to maintain administrative duties, including program planning, inventory and collection of statistics
- ❑ Professionally and being able to accept constructive criticism

Working with Directors and Managers

- ❑ Provides information and assistance. Works in a cooperative and courteous manner

Working with other staff/other Six Nations Agencies

- ❑ with courtesy, cooperation and team work
- ❑ 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 the Resource Centre 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.

Works with the Community:

- ❑ Participate in joint programming within our community as well as surrounding communities
- ❑ Programs incorporated based on communities needs
- ❑ Being a support and resource for families
- ❑ Being an advocate for the Resource Centre through partnership with other programs
- ❑ Being an advocate for the Resource Centre through partnership with other Agencies, advertising, flyers, networking

7. KNOWLEDGE AND SKILLS REQUIREMENTS

Qualifications:

- ❑ Early Childhood Educator Diploma and registered with the College of Early Childhood Educators/Child & Youth Worker Diploma or the equivalent from a recognized community college
- ❑ Will have 2 years work experience with children aged 0 to 10 and families
- ❑ 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 and legal vehicle
- ❑ Hold a valid class "G" Ontario drivers license
- ❑ Willing to obtain a valid class "F" driver's license
- ❑ Must pass a medical examination
- ❑ Must pass a criminal record check
- ❑ Will have good interpersonal skills
- ❑ Will have good verbal and written skills
- ❑ Will be flexible in working various day shift
- ❑ Preference will be given to Six Nations Band Members.
- ❑ 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.
- 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

Other Preferred Qualifications:

- Proof you are registered with the College of ECE with 2 year experience working with families
- Excellent computer skills and demonstrated proficiency in current business software
- Excellent written and oral communications skills
- 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 have the ability to 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.
- Failure to comply with regulations can impact on the Six Nations Child Care Resource Centre.

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 will be reviewed annually or earlier if immediate changes occur.

9. SIGNATURE OF EMPLOYEE FOR VERIFICATION

I, _____, acknowledge, understand and will adhere to the changes/recommendations established with the Ministry of Education, College of Early Childhood Educators, Six Nations Social Services and the Six Nations Band Council Employee Policy.

Employee Signature

I.D. Code #

Date



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	
<p><small>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.</small></p>					
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		
<p>If you have previously worked for Six Nations Council, please answer the following:</p> <p>Length of time worked _____ Months _____ Year(s) Dates Employed: _____</p> <p>Reason for Leaving _____</p>					
<p>Permission for GREAT to keep a copy of application to assist in seeking/obtaining employment. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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</p> <p>Do you wish to work <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Casual</p> <p>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</p>					

PART II: EDUCATION

Year Last Attended	Secondary School					College or University					Graduate or Professional				
	9	10	11	12	13	1	2	3	4	5	1	2	3	4	5
Level Completed															
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:	
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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:	
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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:	
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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