



Dunena Ko'honete Ko Daycare

Mayo, Yukon

EMPLOYMENT OPPORTUNITY

Position Title: NND Daycare Coordinator **Department:** Daycare (FNNND Education)
Salary: Level 6 **Term:** Full Time - Permanent (up to 75 to 80 hrs/bi-weekly)
Closing Date: **Monday, April 3rd, 2017 at 4:00 P.M**

JOB SUMMARY

Reporting to the Education Manager, the Daycare Coordinator is responsible for managing the operation of the Daycare Centre; the development and delivery of programming; ensures compliance with all childcare regulations and that all First Nation policies are adhered to. This position maintains a high standard of childcare by working closely with the parents, Daycare Workers, Elders, creating a caring, safe and stimulating environment and provides traditional methods through all teachings.

MAIN DUTIES

- supervising and overseeing the supervision of the staff and children in daycare;
- developing and implementing daycare Operating Manual policies, guidelines and procedures;
- facilitates and coordinates access to related professionals when needed i.e. speech pathologist, child development workers; developing programming to meet the needs of the children (done in a co-operation with the Childcare workers and Elders); ensuring that culturally relevant programming (Northern Tutchone Language) is incorporated into daily programming initiatives; Develop a program that will encourage the overall development of the children (physical, intellectual, linguistic, emotional, social and spiritual);
- participating in the recruitment and hiring of staff, scheduling of all staff work hours, orientating new staff, providing all staff with the information and resources required to do their jobs, role modeling, teaching and sharing early childhood development related information with staff, mediating any staff problems that occur and completing performance evaluation on daycare staff;
- performing a variety of administrative functions in order to manage the daycare centre, such as preparing monthly billing forms for child care services, invoicing parents monthly for services, ensuring parents fill out and sign monthly subsidy forms and notifying parents of subsidy renewal times. issuing purchase orders and maintaining the daycare inventory of materials, issuing receipts for payments, writing proposals to funding, researching into society based daycare centers, .completing the Direct Operating Grant form monthly and following up on payments owed by YTG.
- preparing and monitoring the yearly workplan and budget to NND Education Department and NND Council
- maintaining the fundraising account including deposits and withdrawals and overseeing accounts payable;
- completing yearly reports for the General Assembly and undertaking public relations activities for the daycare to ensure families are aware of programming and services available;
- establishing working relationships and representing the First Nation with other Government personnel, Child Development Centre and Family and Children's services with respect to a variety of child development issues; participate with and provide input as it relates to Early Childhood Education;
- implementing and ensuring YTG regulations are followed at all times. This involves reading, research and being familiar with the regulations, especially concerning staff-child ratios, safety and hygiene, and supervision of the children;
- Work cooperatively with parents, children, staff and community members; Liaise with other First Nation day care workers/centers
- Report regularly to the Education Manager and attend staff meeting when required;

EDUCATION AND REQUIREMENTS

- Grade 10 or based on work experience
- Grade 12 is Preferred
- Early Childhood Develop Certificate or Diploma
- A **medical clearance** from a doctor to ensure that you are in adequate medical condition to work with children.
- A **t.b. test** completed by Public Health to ensure that you do not carry tuberculosis which may be transmitted to children or co-workers.
- A copy of your **immunization records**.
- Valid **Standard First Aid and C.P.R. Certification** will be required through St. John's Ambulance or Red Cross. The course must meet the criteria outlined by the Director of Family and Children's Services.
- An **R.C.M.P clearance** must be obtained by completing a Criminal Records Check. Forms are available at Child Care Services. You must complete and submit the form to the local RCMP detachment for processing.

Please submit your cover letter/ resume and/ or FNNND Employment Application to:

Ronalda Moses

Manager, Human Resources

Phone: 867.996.2265 ext. #138

Fax: 867.996.2267

Email: humanresources@nndfn.com