



First Nation of Na-Cho Nyäk Dun
EMPLOYMENT OPPORTUNITY

Position Title: Daycare Coordinator
Department: Education - Dunena Ko'honete Ko Daycare
Salary: \$ 29.60 per hour
Term: Full Time Permanent (75 hrs/ biweekly)
Closing Date: Friday, May 26th, 2017

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 work plan 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; and
- Report regularly to the Education Manager and attend staff meeting when required.

SKILLS AND QUALIFICATIONS

- Grade 12 Diploma (preferred);
- Early Childhood Develop Certificate and/ or Diploma;
- Medical Clearance from a doctor to ensure that you are in adequate medical condition to work with children;
- A TB test completed by Public Health;
- Copy of Immunization Record;
- Valid Standard First Aid and C.P.R. Certification;
- Vulnerable Sector Security Clearance

A DETAILED JOB DESCRIPTION IS AVAILABLE AT: www.nndfn.com

Please submit cover letters/ resumes to:

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