

## **FIRST NATION OF NA-CHO NYAK DUN (FNNND)**

**POSITION TITLE:** Early Childhood Educator  
**DEPARTMENT:** Education, Youth and Daycare  
**SUPERVISOR:** Daycare Supervisor  
**DATE:** April 2022  
**STATUS:** Regular Full-time Indeterminate  
**CLASSIFICATION:** Level 4

---

### **Job Summary**

Reporting to the Daycare Supervisor, the Early Childcare Educator is responsible for providing a safe, stimulating environment and the effective delivery of programming; encouraging the overall development of children in the daycare (physical, social/emotional, linguistic, intellectual, and spiritual); working with parents/guardians, Elders, fellow educators, and other agencies in early childhood development.

### **Main Duties**

#### **1. Provide care for children by:**

- Aiding in the creation and implementation of child-care programs that support and promote the physical, cognitive, emotional, and social development of children.
- Leading activities by engaging with children by telling or reading stories, teaching songs, and taking children to local points of interest.
- Providing opportunities to express creativity through the media of art, dramatic play, music, and physical activity.
- Guiding and assisting children in the development of proper eating, dressing and toilet habits.
- Observing children for signs of potential learning or behavioral problems and prepare reports for parents, guardians, or supervisor.
- Assessing the abilities, interests, and needs of children and discuss progress or problems with parents and other staff members.
- Completing daily caretaking including such tasks as cooking, tidying up, sanitizing toys/materials, school pickup, lifting children, supervision of children, etc.
- Establishing and maintaining collaborative relationships with co-workers and community service providers working with children.
- Filling out daily logs and keeping parents/guardians informed of their child's daily activities, happenings as well as growth and development.
- Following daily schedule that is developed by the Daycare Supervisor which could include such tasks as cooking, tidying up, sanitizing toys/materials, school pickup, lifting children, supervision of certain age groups, etc.
- Familiarizing yourself with the personal information of the children under your care (i.e. allergies, family style, birthdays, etc.).

## **2. Ensure that Dunena Ko'Honete Ko Daycare remains a safe space by:**

- Becoming familiar with YTG licensing regulations and implement them in the daycare.
- Work with Daycare Supervisor to maintain an environment that protects the health, security, and well-being of children.
- Establish and maintain collaborative relationships with co-workers and community service providers working with children.
- Understanding and applying NNDFN philosophy when working with parents, children, staff, and community members.
- Attending and participate in staff meetings as required.
- Meeting regularly with the Daycare Supervisor to share information.
- Attending any relevant workshops or courses to gain accreditation and maintain ELCC skills as per YTG regulations.
- Regularly sanitizing as necessary.
- Reporting potential hazards.

## **3. Other duties may arise as needed.**

### **Qualifications**

#### **1. Education & Experience:**

- High School Diploma or GED with 1 to 2 years of experience directly related to ELCC.
- Willing to complete 1 Early Learning and Child Care course per annual employment to attain required Early Learning Child Care level certification.
- Good written and oral communication skills especially with daily logs.
- Ability to read, understand, follow and enforce YTG Regulations and Guidelines.
- Ability to read, understand and follow safety procedures.
- Tact and judgement required.
- Ability to maintain confidentiality.
- Cross cultural awareness, sensitivity and understanding.
- Ability to work with children and develop engaging activities for them.

#### **2. Office Equipment Skills:**

- Computer skills (Microsoft Office)
- Phone, fax, copier

#### **3. Interpersonal Skills:**

- Ability to work effectively in a team environment.
- Ability to build and maintain good internal relationships with co-workers, NND Government employees, and children and their parents/guardians .
- Ability to foster trust and participation at the community level.
- Use discretion, good judgement, flexibility, tact, and diplomacy.
- Ability to maintain a positive, friendly, respectful, and professional demeanor in stressful situations while demonstrating sound judgement.
- Ability to work with children and be a positive role model while also being aware of social issues related to the community.

#### **4. Personal Suitability:**

This position requires an individual who is genuinely interested in the development and success of children within the community. This individual must be able to participate with a team of children, parents/guardians, volunteers, co-workers and community members with energy, motivation, and patience. They must demonstrate reliability and confidence.

#### **Decision-Making**

The position is responsible for the day-to-day supervision of the children to ensure their safety and growth. The incumbent is expected to help in the design and blending of regulatory programming with cultural, language and heritage programming.

#### **Impact/ Accountability**

This position has a direct impact on the success of the Dunena Ko'Honete Ko Daycare and the successful delivery of ELCC and Development services, within the community, on an ongoing basis. The Early Childhood Educator is responsible for the well-being of the children in their care.

#### **Key Personal Contacts and Nature of Contacts**

<b><i>Who</i></b>	<b><i>Nature of Contact</i></b>
Elders	Traditional cultural rules apply
FNNND Citizens	Exchange information with regarding projects/events.
Chief and Council	May be asked to exchange information with regarding projects or events.
Manager, Education, Youth and Daycare	Will receive direction from and report to.
Staff	Will work with on projects and daily duties.
Early Childcare Educators	Will supervise and give direction to.
Outside Organizations	Will deal directly with in meetings and conferences.
Children	Will supervise and care for
Parents/Guardians of children	Exchange information with regarding projects/events and their children while maintaining confidentiality.

#### **Positions to Supervise**

Not applicable.

#### **Working Conditions**

The position is located at the Dunena Ko'Honete Ko Daycare, the surrounding grounds, with occasional trips to JV Clark School and the FNNND Government office. The Early Childcare Educator is expected to function in a courteous and tactful manner. There may be the requirement to deal with individuals with substantially different values and beliefs, and

emotional or angry parents/guardians. Working with children can also be stressful with the occasional need to respond to emergencies, injuries, or medical related issues. There is a requirement to work outside for outdoor recreational activities, as well as occasional requirements to go outside of Mayo for training. There also may be a need to work overtime and weekends to meet program needs and occasional lifting and transporting of supplies.

**Conditions of Employment**

- Oath of Confidentiality and Code of Conduct
- Security Clearance
- First Aid and CPR Level C (Wilderness First Aid preferred)
- Immunization Record
- TB Screening
- Medical Note from Nurse Practitioner stating incumbent is “fit to work” with children
- Valid Class 5 Driver’s License and Driver’s Abstract