



EMPLOYMENT OPPORTUNITY

Job Title	Early Childhood Educator		
Department	Social Services		
Supervisor/Manager	Melissa Liedtke, Supervisor		
Salary Scale	Commensurate based on experience		
Job Status	Permanent Full-Time		
Contract Length	Start	Immediately	
Hours Per Week	40 hours weekly		
Benefits	AOPFN understands family needs take priority in one's life and as part of our commitment to being a competitive employer we provide our employee's flexible hours, federal and provincial statutory holidays. We also promote a team-based working environment with a focus on learning and development to promote employee growth and opportunity. We offer a variety of incentives in our competitive compensation plan that meet today's living needs. AOPFN is an equal opportunity employer located on the beautiful shores of Golden Lake, ON Canada.		
Posting Status	Internal Only	Internal/External	X
Start Date of Posting	Friday October 7 th , 2022		
Closing Date of Posting	Friday October 21 st , 2022 at 4:30pm		
Selection Process	Interview	X	Rating X Selection X
Job Description	<p>The Early Childhood Educator is responsible for the overall daily supervision, monitoring, care and nurturing of children enrolled in the Mindiwin Manido Day Care programs;</p> <p>The Early Childhood Educator is responsible for the delivering of a children's educational and developmental program that encompasses a wholistic and interdisciplinary team approach.</p> <p>The Early Childhood Educator will interact and communicate with parents/guardians for the overall benefit for the child and/or children.</p> <p>Key Responsibilities and Duties</p> <ul style="list-style-type: none"> • Creates an environment conducive to the learning of Algonquin culture and language development and appropriate to the physical, social, intellectual, and emotional development of the children. • Assists with the development, implementation, evaluation and modification of a children's educational and cultural program. • Receptive and sensitive to Algonquin language and cultural practices. • Application and knowledge of the 'How Learning Happens' curriculum • Legislation, and regulations as mandated by the Ministry of Education and the College of Early Childhood Educators, mandates, standards of practice, policies and procedures relevant to Early Childhood Educators. • Actively supervises, guides and assists children in daily activities, outings and field trips. • Assists children with nutritional and personal care needs including but not limited to toilet, diapering procedures, personal hygiene and medical. • Interacts with children and builds positive relationships. • Ensures an inclusive environment for all children. • Provide activities and opportunities i.e. learning through play that encourage curiosity, exploration, and problem-solving appropriate to the development levels of the children. • Observes, guides and facilitates the development and positive behaviour of children. 		

	<ul style="list-style-type: none"> • Use and promote active listening skills. • Assist with the development, implementation, evaluation and modification of individual educational and developmental plans (IEDP); • Maintains daily journals and/or portfolios of each Childs’ progress, including samples of their artwork, writing, etc. • Interacts with parents, guardians and family to support the child/ren. • Works in and promotes a team-based environment with other Early Childhood Educators, staff, students and volunteers. • Utilizes an interdisciplinary team approach to child care, development and education. • Participates in case management and IEDP with parents/guardians and professionals, when required. <p>Assists the Daycare Supervisor with orientation to families on programs and activities.</p> <ul style="list-style-type: none"> • Adheres to all relevant policies, legislation and regulatory bodies; specifically the Mindiwin Manido Policies & Procedures and-CCEYA, 2014, College of Early Childhood Educators and AOPFN Administration Policies. • Completes all administrative requirements. daily documentation such as; child attendance, log books, health checks etc. • Participates in staff meetings and team planning sessions. • Actively participates in ongoing training for the completion of comprehensive risk management planning i.e. accurate and comprehensive reporting (incidence and serious occurrences); safety hazards etc. • Participates in the training on the risk management plan and adheres to all requirements. • Ensures the protection and privacy of all privileged information and records. <p>Other Key Skills</p> <ul style="list-style-type: none"> • Effectively and accurately communicate verbally and in writing. • Supervise, interact, engage and monitor children; perform required physical tasks. • Plan, organize and implement daily work plans. • Observe and recognize individual learning styles and the characteristics of learners. • Nurturing, caring and friendly. • Committed to helping children learn. • Sensitive to aboriginal culture and values. • Strong interpersonal and leadership skills. • Ability to work in a team-based environment that fosters group-focused prosperity. • Tact and diplomacy when communicating with staff, families and other partners of the daycare. • A high degree of initiative, self-direction and reliability.
<p>Minimum Qualifications</p>	<ul style="list-style-type: none"> • Early Childhood Education Diploma • 1-year experience working in a licensed child-care group setting as an Early Childhood Educator. • Registered and in “good standing” with the College of Childhood Educators of Ontario (CECE). • Demonstrated knowledge, ability, awareness and application of safeguarding confidential information • Demonstrated awareness and ability to put into daily practice respectful team-building and communication • Demonstrated ability to align and enrich the children’s educational experience with the Algonquin People, heritage, culture, traditions and language through cultural awareness and sensitivity.

	<p>Conditions of Employment:</p> <ul style="list-style-type: none"> • An acceptable Criminal Records Check and Vulnerable Sector Check; annually. • Certificate of medical health by a physician and complete record of immunization; annually. • Current First Aid and CPR “Level C” AED certification; annually • In professional ‘Good Standing’ with the College of Early Childhood Educators, on an ongoing basis. • Maintain ‘Registration’ with the College of Early Childhood Educators on an annual basis.
<p>Submit Cover Letter and Resume To</p>	<p>Human Resources Algonquins of Pikwakanagan First Nation 1657A Mishomis Inamo Pikwakanagan, ON K0J 1X0 hrservices@pikwakanagan.ca</p> <p>Subject Line: Early Childhood Educator</p>
<p>How To Apply</p>	<p>Application Procedure: Interested persons must submit a resume demonstrating that they meet the requirements outlined and the names and day contact telephone numbers of three (3) references.</p> <p>Screening Procedure: Applicants will be screened on the following: 1.) Conflict of Interest – the applicant must not be a member of the Supervisor’s immediate family; 2) Resume – the content will be reviewed to ensure the applicant meets the basic requirements</p> <p>Interviews: Interviews may be conducted in-person OR virtually by Teams Meeting. AOPFN has the right to short list for interview/assessment purposes to the five (5) most qualified persons and typically establishes and eligibility list.</p>
<p><i>We are committed to achieving employment equity and developing a highly capable workforce that is representative of Canadian Society. We therefore encourage women, Indigenous peoples, persons with disabilities, and members of visible minority groups to apply and declare themselves as part of one or more of the above mentioned Employment Equity Designated Groups. AOPFN is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the recruitment representative in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.</i></p>	