



JOB POSTING

SAUGEEN FIRST NATION

Registered Early Childhood Educator

Program:	G'Shawdagawin ("G") Daycare
Reports To:	Child Care Manager
Term of Employment:	Full-Time
Wage:	\$22.51 per hr
Hours of Work:	35 hrs per week

JOB PURPOSE

Provide nurturing care and developmentally appropriate education to meet the needs of children in a group setting, within a safe and healthy environment, and in cooperation with parents, colleagues, and community professionals. This position is subject to Saugeen First Nation personnel and administrative policies, and relevant Day Care Policies.

KEY DUTIES AND ACCOUNTABILITIES

- Plans a stimulating, developmentally appropriate program in accordance with the Ministry of Education / Child Care and Early Years Act (CCEYA) guidelines.
- Provides supervision of the children and implements program plans daily.
- Evaluates program and development of individual children.
- Maintains a healthy and safe environment.
- Ensures positive communication with families.
- Participates within a team to ensure the ongoing administration and coordination of the program's activities.
- Participates in professional development through education and training.
- Respects confidentiality and relates to parents, children, and other staff members in a professional and ethical manner.
- Is familiar with the Child Care and Early Years Act and Regulations.
- Is able to follow policies and procedures of the Centre.
- Implements and fosters Native Culture through Native language expression, storytelling, and creative activities; and
- Other duties as assigned

REQUIREMENTS

Education and Experience:

- Early Childhood Education Diploma or Degree OR credentials to be 'Otherwise Approved'
- Membership in the College of Early Childhood Educators preferred

Knowledge, Skills & Abilities:

- Good written and verbal communication skills

Registered Early Childhood Educator

- Efficient, dependable, and self-motivated
- Ability to multitask
- Good organizational skills
- Good interpersonal skills

Designations, Licences & Requirements:

- Criminal Reference Check (CPIC)/Vulnerable Sector Screen mandatory prior to employment
- Valid 'Child Care' First Aid certificate required
- Up to date Immunization

WORKING CONDITIONS

1. Physical Demands – Long periods of sitting, standing, typing and some walking. Lifting of some objects not exceeding 10 pounds.
2. Environment – Mainly an office environment and indoor locations with some exposure to outside during travel. Minimal exposure to hazardous material (cleaning supplies).
3. Mental Effort – The nature of the position will have low tension and anxiety levels.
4. Position Type/Expected Hours of Work – Regular full-time hours with availability for evening and weekend work as required.

This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

DEADLINE DATE: Friday, April 4, 2025 @ 4:00 p.m.

(*No Late Applications Accepted*)

Only qualified applicants will be contacted for an interview

Qualified Saugeen First Nation members will be given priority

Successful candidate will be asked to provide a current Criminal Record Check as a condition of employment

Submission of cover letter, resume and 3 current references to:

Office: Human Resources Dept., (519) 797-2781, Extension 1110

By E-Mail: candice.ruhl@saugeen.org

By Mail: HR Dept., 6 Cameron Drive, Southampton, ON N0H 2L0