

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

Posted: August 13, 2021
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted for the following **Permanent Full Time**.

REGISTERED EARLY CHILDHOOD EDUCATOR O'shkiigmong Early Learning Centre

Duties and Responsibilities:

- Responsible for providing in-day care and out-of-day care learning activities for children
- Responsible for supervising children on a one-on-one basis or group basis
- Responsible for recommending the acquisition of teaching materials and equipment for children
- Responsible for assisting in the operation of Curve Lake First Nation child care facilities
- Responsible for assisting children in learning and appreciating their personal care needs
- Responsible for designing and implementing outdoor recreational activities for the children
- Responsible for planning indoor and outdoor activities

QUALIFICATIONS: Basic Requirements: **(APPLICANTS MUST EITHER SHOW NECESSARY PROOF WITH APPLICATION OR PROVIDE AT TIME OF INTERVIEW)**

Education:

- Registered Early Childhood Educator Diploma or Approval by the Ministry of Education
- Must be registered with the College of Early Childhood Educators
- Current First Aid and CPR Certificate

RATED REQUIREMENTS:

Knowledge/Skills:

- Familiarity with the Curve Lake First Nation Day Care operation and services
- Knowledge of the Child Care and Early Years Act
- Excellent knowledge of classroom management, curriculum development and program planning

Abilities:

- Strong appreciation of, and empathy with, the needs of children
- Sensitivity to Native issues
- Good oral and written communication skills
- Good organizational skills
- Ability to work in a group setting
- Ability to do daily/weekly lesson plans and function as a team member

Personal Suitability:

- Must enjoy working with and being with children
- Respect for confidentiality a must

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- High level of tact and discretionary capabilities
- Willing to work flexible hours
- Must exhibit a high degree of initiative and self-direction
- Must be punctual/dependable with a strong desire to work

TERMS OF EMPLOYMENT:

This is a permanent full time position beginning immediately. Annual salary range for this position will be \$45,630 to \$49,686 based on a 39.5 hour work week. **Individuals who are not presently registered with the College of Early Childhood Educators or are willing to take the training to become an RECE may apply as an Underfill.**

APPLICATION:

Application forms and position descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to the Government Services Building Receptionist to the attention of:

James Pavier, Human Resources Coordinator
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708
Recruitment@curvelake.ca

Deadline for Applications: Friday August 27, 2021 at 12:00 (Noon)

If submitting in person, it is the responsibility of the Applicant to ensure their application is date stamped by the Curve Lake Government Services Building Receptionist. While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview. **Please note, interviews will be held over the GoToMeeting virtual meeting platform to ensure physical distancing measures are in place.**

While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicants (s. 16(1) CHRA), and Level III: Any Applicants.

The successful candidate must provide an acceptable Canadian Police Information Check (CPIC) with Police Vulnerable Sector Check (PVSC) prior to commencing work.