



EMPLOYMENT OPPORTUNITY

JOB TITLE: Early Childhood Education Supervisor at Haa Yátx'i Hidí

CLOSING DATE: July 28, 2017

DEPARTMENT: Capacity Development

STATUS: up to 1 Year Term

SALARY: C/TFN Wage Scale Level 7-9 depending upon experience, education, and knowledge.

JOB SUMMARY

Under the direct supervision of the Director of Capacity Development the Early Childhood Education (ECE) Supervisor is responsible for the safety and wellbeing of the children attending Haa Yátx'i Hidí (HYH) Development facility in Carcross and for overall daily operations. This position ensures the facility runs smoothly by assisting with recruitment, hiring, training, scheduling and supervision of HYH staff. This position also is responsible for ensuring that safety needs, regulations, policies and legal requirements are met, along with the timely completion of invoicing and billing. The Supervisor will ensure that, where possible, curriculum and programs delivered will reflect the needs of the community's children. The Supervisor must be willing to change with the ongoing evolution of Carcross/Tagish First Nation circle governance.

QUALIFICATIONS & ABILITIES

- Current Training in Early Childhood Education from a recognized post-secondary institution and willing to attain ECE Level 3.
- Ability to understand and apply policies and legislation as well as work with Childcare Services and other agencies.
- Several years' experience in Early Childhood Education or a daycare setting.
- Ability to ensure programming and curriculum is developed and implemented.
- Ability to work respectfully with others in a cross-cultural setting.
- Ability to establish good working relationships with C/TFN staff, Citizens, and the Community.
- Experience working in an office environment including knowledge in standard finance practices.
- Experience supervising staff.
- Excellent written and oral communication abilities.
- Excellent organizational and interpersonal skills.
- Must be tactful and courteous.

CONDITION OF EMPLOYMENT

- Willingness to sign and abide by the C/TFN Code of Ethics
- Submit to Criminal Records Check and TB Screening and hold up to date immunization records.
- Valid Yukon Class 5 Drivers License and First Aid Certification.
- Post-Secondary Education in Early Childhood Education – willingness to work toward a ECE Level 3

No compensation will be given for moving costs and must be eligible to work in Canada.

We thank all those who apply and advise that only those selected for further consideration will be contacted. Preference will be given to Carcross Tagish First Nation citizens on all competitions for CTFN.

Candidates applications/resumes should clearly demonstrate their related qualifications, since selection for further consideration will be based on the information provided. Job descriptions are available from the C/TFN Human Resource Department.

APPLICATIONS/RESUMES MUST BE RECEIVED BY 4:00PM ON THE CLOSING DATE.

Please apply to:

Carcross/Tagish First Nation

Finance & HR Department

Box 130, Carcross, Yukon Y0B 1B0

Phone: (867) 821-4251 Ext 8269 Fax: (867) 821-3903

Email: humanresources@ctfn.ca