



# Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

## JOB POSTING

<b>Position Title:</b>	Daycare Manager	<b>Posting #:</b>	46-2022
<b>Service Unit:</b>	Health & Community Services	<b>Level:</b>	G6-L5
<b>Location:</b>	Dehzona Child Care Centre, 4005 Chalo Road	<b>FTE:</b>	1.0
<b>Supervisor:</b>	Director	<b>Starting BHR:</b>	\$37.16
<b>Key Areas:</b>	Manage Staff, Programs, Budgets, Spending, Compliance, Reporting, Stakeholder relationships	<b>First Posted:</b>	2022-10-07
<b>Classification:</b>	Full-time, Indeterminate, overtime exempt	<b>Closes:</b>	When Filled

### SUMMARY / SCOPE

The Daycare Manager provides highly responsible management activities for the First Nation's Indigenous Daycare Program. The manager oversees the work plans and performance of two (2) ECE staff (Infant-Toddler and Pre-school) and one (1) Aboriginal Head Start Educator, and one (1) Aboriginal Infant Development Program Support Worker, as well as ECE Assistants, Child Care Assistants and a Food Service Worker, and is responsible to directly manage the strategic goals of the Indigenous Daycare Program and all related services and operations in support of organization goals and the identified population served. The Daycare Manager is considered a leader in quality child care services and has developed subject matter expertise with respect to early childhood development and education within a day care setting, to meet the physical, emotional, intellectual and social needs of children in the program in accordance with all relevant legislation, policies and procedures. The Manger will assist child care workers in their daily activities, develop programs and activities for children and promote a welcoming and positive environment. The Manager will also coordinate the hiring process, employee performance reviews, and develop and monitor the child care budgets. The Manager will build positive and respectful relationships with children and parents and ensure that equipment and facilities are clean, safe and well maintained. The Manager will exercise leadership with staff, and will assist staff with direction for coordinating programs and services, and will present programs for approval to the Director, Health & Community Services, and will provide direction to staff about the implementation of approved programs and services.

The Daycare Manager is responsible to oversee the implementation of the strategic vision of the family center (day care, head start, infant development), and plans, organizes, directs, controls and evaluates budgets and spending, employees, child care programs, services, and operations, as it related compliance matters, respecting Indigenous perspectives in child care. Primary goals are for improved cultural child care, and quality care, inclusive child care models that respect the nature and intention of traditional child care that support families, and improve quality of place. Key elements for success for this position is technical knowledge about early childhood development, previous experience working in a day care setting, and previous experience supervising ECE workers, as well as experiences and an awareness and knowledge of Indigenous child care supports and models. Other related duties as required.

**Candidate Profile:** The Daycare Manager exercises diplomacy in public relations and has an in-depth knowledge of operations and maintenance activities related to Indigenous child care. The manager has excellent interpersonal skills including exceptional communication and engagement skills to gather information and to ask questions in order to assign work and provide direction to subordinates. Informing and engaging employees and gaining their confirmed understanding and cooperation is crucial to the safety of the work. The Manager has strong written and verbal communication skills and communicates with a wide variety of internal and external stakeholders. May occasionally also have contact with occupational health and safety committee members, and the general public. This position is responsible for preparing management reports for the Director, Health & Community Services.

<b>INTERPERSONAL</b>	<b>LEADERSHIP</b>	<b>BUSINESS MNGT.</b>	<b>PERSONAL ATTRIBUTES</b>
Building Partnerships	Building Teams	Financial Acumen	Leadership Disposition
Building Trust	Developing Others	Customer Focus	Interpersonal Ability
Communication	Planning/Coordinating	Proposals	Organization
	Policy	Reporting	



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## **MINIMUM QUALIFICATIONS**

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- Mature individual of professional presentation with a Diploma in Early Childhood Education and a British Columbia License to Practice. May consider out of province certifications if the credentials can be transferred. May also consider an experienced professional holding an ECE Assistant certificate.
- Five (5) years' experience in a child care setting, with at least two (2) years in a day care setting. May consider combination of other transferable/relevant experiences.
- Experience supervising child care workers.
- Experience must include project and program management.
- Experience preparing budgets, financial proposals and carrying out the implementation process.
- Knowledge of child development theories and practices.
- Knowledge of governing legislation, or willingness to quickly become acquainted with the material.
- Strong morals and ethics, sound judgement and reasoning skills, along with a commitment to discretion and privacy.
- Strong leader and team builder with excellent communication skills (written and oral); ability to listen to understand and ask questions for clarification and to implement resolution skills; able to produce written documents with clearly organized thoughts using proper sentence construction.
- Ability to prioritize, organize and manage multiple and diverse child care programs and operations, while adhering to budgets and timelines.
- Ability to conduct presentations.
- Proficient computer skills and able to use MS Office Suite, Excel, internet, and email.
- Physical fitness to perform ECE backfill tasks when necessary.
- Physician note stating fitness to work in a daycare setting will be required before an offer is made
- Must be able to work in non-barrier-free-workplace (building includes a second story, no elevator)
- Compliance with BC Immunization program, TB screening and COVID-19 vaccinations.
- First Aid, CPR Level C – if expired must be willing to obtain employer paid training.
- Successful Vulnerable Sector Report.
- Valid Class 5 Driver's License (British Columbia, or ability to transfer license to BC).
- Satisfactory driver's abstract.

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## **ASSETS**

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The following are considered assets:

- Able to make sound evidence based recommendations.
- Ability to work with leaders: community elders and officials.
- High degree of proven diplomacy and professional abilities
- Google™ drive, calendar, forms and other Google™ products.
- Ability to speak Dene and/or Cree.

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## **WORK CONDITIONS**

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- Supervising and directing employees and others.
- May be exposed to infectious waste, diseases, conditions, etc.,
- Interacts with children, family members, staff and visitors.
- Intermittent physical activity including walking, standing, sitting, lifting and supporting children.
- Regularly works with persons identified as vulnerable sector.
- May be exposed to unpleasant dealings in emotionally charged situations.
- Lifting and moving materials weighing up to 40 lbs occurs occasionally: objects may include supplies, file boxes, office fixtures and furniture.
- Auditory concentration is required to listen attentively, to be alert and to obtain and interpret information correctly.
- Visual concentration or alertness is required on a regular basis to ensure the safety of self and others.
- Manual dexterity required to use desktop computer and peripherals.
- Time pressures and deadlines may be experienced.
- There is a requirement to wear safe footwear at all times.



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- There is a requirement to implement an emergency safety plan and understand the process.
- The likelihood of injury or illness resulting from hazards in the job is limited if safety precautions are followed.
- Extra-regular hours sometimes required. This position is exempt from overtime pay.

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### APPLICATION INSTRUCTIONS

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**Closes:** When filled. **Anticipating a November 01, 2022 fill date.** If this job remains posted on our website, we have not yet filled the opportunity. The starting salary (base hourly rate) amount is step one of our pay band for this grade, and is considered the rate paid to a new manager. The salary offered to a successful incumbent will be assessed pending certification(s), skills, experiences, knowledge, and other relevant attributes. \*Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to:

**Human Resources, Recruitment**  
Fort Nelson First Nation  
R.R. #1, Mile 295, Alaska Highway  
Fort Nelson, B.C. V0C 1R0  
E-mail: [recruitment@fnation.ca](mailto:recruitment@fnation.ca)

***We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum qualifications will receive a response.***

\* Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.