



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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Daycare - Director

Job ID	DC-AC-BF-3A-B6-85	
Web Address	https://careers.indigenous.link/viewjob?jobname=DC-AC-BF-3A-B6-85	
Company	Mikisew Cree First Nation	
Location	Fort Chipewyan, Alberta	
Date Posted	From: 2019-10-17	To: 2019-10-31
Job	Type: Full-time	Category: Childcare
Job Start Date	As soon as possible	
Job Salary	Competitive Salary Package With Benefits	
Languages	English	

Description

Duties and Responsibilities will include but not limited to:

- Develop and maintain relationship with parents
- Development and Implement the policies and procedures of the Center and its programs.
- Complete accurate daily attendance forms and monthly hours for children
- Work on accreditation

Skills

- Excellent communication, exhibition and interpersonal skills
- Excellent organizational and creative skills
- Ingenious problem-solving skills
- Experience in business and management
- Strong leadership skills

Experience

- Minimum of 3 years of administrative/management experience in a childcare environment
- Demonstrated ability to foster and maintain good working relationships with community stakeholders.
- Demonstrated participatory management and organizational skills
- Previous demonstrated experience working in a First Nation community
- Valid driver's license

Credentials

- Criminal Records Check with Vulnerable Sector Check (not dated more than 6 months prior to start date)
- Mandatory infant/child First Aid /CPR certificate
- Food Safety Certificate would be considered an assist

Education Requirements

- Must hold a minimum Child Development Supervisors Certificate (Level 3) or recognized equivalent by Alberta Government Licensing department

Essential Skills

- Exemplary administrative and organizational skills
- Excellent communication and professional skills
- Enthusiastic and positive attitude towards children, parents and staff
- Strong commitment to providing High quality of services
- Knowledge of child development and the ability to program and implement a positive and safe learning environment
- Develop and implement strategic plan and policies
- Assist in fund-raising for the center
- Ability to maintain confidentiality
- Superior computer skills, word processing and spreadsheets
- Knowledge and ability to interpret and implement Provincial Child Care regulations

Weight Handling

50 pounds

Work Environment

Working indoors in a office setting, may require outdoor activities.

How to Apply

Please submit your cover letter, resume, copies of degrees or other professional designations, and three professional references to:

Director Human Resources & Administration

Fax: 780-697-3826, Email: hr@mikisewcree.ca