



**Timmins Native Friendship Centre
Oppekehawaso Wekamik Child Care Centre
EMPLOYMENT OPPORTUNITY
Child Care Manager**



The Timmins Native Friendship Centre (TNFC) is an award winning Friendship Centre in Ontario and Canada. The TNFC provides services and programs to support the cultural heritage of Indigenous peoples and assist in their inclusion and participation in urban life. The Oppekehawaso Wekamik Child Care Centre encourages and creates a safe learning environment that promotes growth and holistic development for all children through play based activities. Our primary goal is to enhance the overall development of children to promote the retention of Indigenous Culture and Language. This is accomplished based on our vision and mission statement which include the Seven Grandfather teachings and the teachings of the Medicine Wheel. "Oppekehawaso" is a Cree word that means "Raising the Children".

If you are ready to work in our fast paced environment in the capacity of **Child Care Manager**, submit your resume today!

The **Child Care Manager** is responsible for managing the Oppekehawaso Wekamik Child Care Centre, licensed for 76 children which includes an infant, toddler, preschool, school age and resource program, with a focus on Indigenous content and identity. Promotion of both the Timmins Native Friendship Centre and Oppekehawaso Wekamik is essential. The Child Care Manager must ensure the development and safety of the children enrolled in accordance with relevant provincial legislation, policies and procedures.

Qualifications:

- Early Childhood Education Diploma;
- Registered with the College of Early Childhood Educators – indicate registration number on application;
- Ability to be approved as a Supervisor by the Ministry of Education, under the Child Care and Early Years Act;
- Sound, working knowledge of the Child Care and Early Years Act;
- Proficient in child development theories and practices including, but not limited to, Early Learning for Every Child Today, and How Does Learning Happen?;
- Proven supervisory and management skills with knowledge of the Employment Standards Act;
- Demonstrated experience working with children, newborn to 12 years;
- Experience in working with Indigenous peoples and organizations;
- Able to speak Cree, Oji-Cree and/or Ojibway is considered an asset;
- Proficiency in MS Office applications and Database applications;
- Excellent oral and written communication skills;
- Ability to provide a clear Criminal Reference Check and Vulnerable Persons Check;
- Current First Aid/CPR, WHMIS and Food Handlers Certificate;
- Up-to-date immunization record; and,
- Must be licensed to drive a motor vehicle, insured to do so in the Province of Ontario and have access to a safe and reliable vehicle.

The TNFC is committed to an inclusive, barrier-free selection process. If contacted regarding this competition, please advise the interview coordinator of accommodation measures you may require during our selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.

3 employment references will be required at the time of the interview

Contact Information

If you are interested in qualifying in this role, please send your resume and cover letter to:

Timmins Native Friendship Centre
179 Kirby Avenue, Timmins, ON P4N 1K1
Website: www.tnfc.ca

Mickayla Bird, Executive Assistant
Fax: (705) 268-6266
Email: hr@tnfc.ca

A Full Job Description is available with Reception at reception@tnfc.ca.

Date Posted: August 4, 2020

Posting Deadline: Noon on August 28, 2020