

EMPLOYMENT OPPORTUNITY

Position:	Supervisor, Binoojii House Children's Centre
Location:	Moose Deer Point First Nation
Duration:	Permanent Full time (upon completion of probation)
Salary:	To be determined
Start Date:	April 10, 2017

Moose Deer Point First Nation is looking for a motivated individual who is willing and qualified to assist with the management/supervision of the Binoojii House Children's Centre.

Under the supervision of the First Nation Administrator, with full accountability to the First Nation Chief and Council, the Binoojii House Children's Centre Supervisor will be responsible for performing the coordinating function of all administrative activities ie; daily operations, programming, personnel, etc. All duties associated with this position will be provided to the individual upon hiring.

Qualifications:

- Early Childhood Education Diploma or Degree
- Active member in good standing in Ontario College of Early Childhood Educators or Ontario College of Teachers
- Early Childhood Education Supervisory Certificate or Business Management considered an asset
- Minimum five (5) years of experience with some supervisory/managerial experience/responsibilities
- be responsible and able to maintain confidentiality
- be proficient in computer applications (ie: WP, MS Office, Excel)
- Demonstrated experience with government reporting
- In-depth knowledge of the Ministry of Community and Social Services licensing and Federal Health, Fire & Safety regulations.
- exhibit a high degree of initiative, self-direction and must be people oriented
- have exceptional analytical, organizational, verbal and written communication skills
- effective leadership, time management and problem solving skills
- Ability to handle multi and rapidly changing tasks and demands in a calm & positive manner
- Flexible with ability to make informed decisions in a timely manner
- Knowledge and awareness of developments, research and issues within the Early Childhood Development profession, and Human Resources
- Experience with First Nation organizations considered an asset

Please submit your resume/application, complete with references, to Rhonda Williams, Administrator at the Moose Deer Point Government Office, on or by March 31, 2017 at 12:00 p.m. A CPIC/Vulnerable Sector Search will be a requirement of this position.

We thank you for your interest in employment with Binoojii House and the Moose Deer Point First Nation. However, only those individuals demonstrating the above noted qualifications will be contacted for an interview.