



MOHAWKS OF THE BAY OF QUINTE

KENHTEKE KANYEN'KEHÁ:KA

HUMAN RESOURCES, ADMINISTRATION OFFICE
24 Meadow Drive, Tyendinaga Mohawk Territory, ON K0K 1X0
Phone 613-396-3424 Fax 613-396-3627
Website: www.mbq-tmt.org

EMPLOYMENT OPPORTUNITY

Position Title: [Child Care Educator](#)

Posting Type: Internal

Program: Eksa'Okon:'a Child Care Centre

Location: Eksa'Okon:'a Child Care Centre, Tyendinaga Mohawk Territory, ON

Position Type: Full Time

Duration: Permanent

Posting Closes/Deadline: May 5, 2024, at 11:59 p.m.

Tentative Interview Dates: TBD

Salary Range: RECE- \$55,265.60 - \$59,467.20 – Non Reg ECE \$46,425.60 – \$51,188.80

About Us:

Mohawks of the Bay of Quinte (MBQ) is a vibrant First Nation community located on the beautiful shores of the Bay of Quinte. We are located approximately 20 minutes from Belleville, ON and centrally located between Toronto and Ottawa. There are approximately 11,000 registered members with approximately 2200 residing in Tyendinaga. MBQ is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity, and growth.

Position Summary:

Eksa'Okon:'a Child Care Centre is looking for individuals who enjoy working with children, are child centric, and are looking for engaging and rewarding careers. Must possess strong organizational skills and have a positive attitude. Must also possess strong communication skills and be able to work collaboratively with the team at large. The Child Care Educator will be reporting to the Day Care Manager at the Child Care Centre and is responsible for providing educational/age-appropriate learning activities for children; assisting children with personal care needs and performing classroom related domestic responsibilities. Also, must work well with parents, community members, and network with other programs.

Reporting:

This position will report to the Eksa'Okon:'a Program Manager. There are no direct reports.

Summary of Main Responsibilities:

- ☞ Develop and implement childcare programs that support and promote the physical, cognitive, and social development of children
- ☞ Provides learning activities and models appropriate early childhood education practices with children and families
- ☞ Ensures the safety of children and adheres to Childcare and Early Years Act, 2014 and MBQ/Eksa' Okon:'a Child Care Centre policies
- ☞ Assists in the operations of the program and facility
- ☞ Researching and advising on childcare issues by attending conferences, workshops, training, and meetings
- ☞ Leading health and safety culture
- ☞ Other duties as assigned

Requirements:

- ☞ Diploma in Early Childhood Education preferred, another related field will be considered
- ☞ 1-year previous experience in a childcare setting or related field
- ☞ A combination of Education, Experience and Training may be considered
- ☞ Registered with the College of Early Childhood Education (RECE) is preferred
- ☞ Experience in a First Nations setting preferred
- ☞ Must provide a clear VSC (documentation will be required if successful applicant)
- ☞ First Aid and CPR Level C training required (if candidate does not have, this will be required upon hire)
- ☞ Valid Driver's License and vehicle an asset
- ☞ Updated immunizations (proof will be required)

Knowledge, Skills, and Abilities:

- ☞ Strong Knowledge of Childcare and Early Years Act, 2014 and best practices in Early childhood education
- ☞ Strong knowledge of child led play
- ☞ Knowledge and appreciation of the theories and principles related to the provision of childcare services
- ☞ Knowledge of childcare programs and other programs on and off Territory
- ☞ Commitment to working in a socially inclusive environment
- ☞ Strong written and verbal communication skills and the ability to build and maintain relationships
- ☞ Enjoy having fun, getting messy and being involved in child led learning and play.
- ☞ A positive attitude, genuine warmth, care and passion for children and a high level of confidentiality
- ☞ Strong organizational skills to plan and implement daily routines on a weekly and/ or monthly basis
- ☞ Excellent computer skills an asset, such as Microsoft Word, Excel and Internet and other software

Behavioural Competencies:

- ☞ Must be an empathetic and non-judgemental person
- ☞ Must maintain strict confidentiality
- ☞ Be honest, respectful and trustworthy
- ☞ Possess cultural awareness and sensitivity
- ☞ Demonstrate patience discretion and a high level of professionalism
- ☞ Demonstrate sound work ethic
- ☞ Demonstrate keen attention to detail

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Mohawks of the Bay of Quinte By Fax: 613-396-3627
24 Meadow Drive
Deseronto, ON K0K 1X0 By Email: careers@mbq-tmt.org
ATTN: Careers

For more information or a detailed job description, please contact Human Resources at (telephone) 613-396-3424, or (email) careers@mbq-tmt.org

To find out more about Mohawks of the Bay of Quinte, please visit our website at www.mbq-tmt.org

- ☞ *Internal Postings are for members of MBQ or active employees only*
- ☞ *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- ☞ *MBQ is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- ☞ *Late applications will not be considered*
- ☞ *MBQ is an equal opportunity employer, as well, MBQ references Canada's Aboriginal Employment Preferences Policy*
- ☞ *MBQ is currently conducting interviews via Microsoft Teams and follows all Community Health guidelines as they relate to COVID-19*