

North East Native Advancing Society - Career Opportunity
Full-Time Child Care Centre Supervisor
Start Date: March 27, 2017

The North East Native Advancing Society is a non-profit charitable organization that provides holistic human resource development programs and services to First Nation, Status, Non-status and Inuit persons residing in Northeastern BC. Programs are intended to improve the quality of life for First Nation and Inuit people and are mandated through various contribution agreements held with the federal and provincial governments.

Aboriginal Head Start is an early learning program for children 3-5. The program runs (Monday to Thursday) with a maximum of 20 students in morning and afternoon classes. Discovery Daycare is an infant care center for children 9 to 30 months of age with a maximum capacity of 12 infants. Hours of business 8 – 5 (Monday – Friday)

Child Care Centre Supervisor

Reporting to the Society's Manager, this role will include but not be limited to:

- Responsibilities: General office administration and human resources for both programs
- Supervise, coach and encourage staff, evaluate staff performance and take corrective action when necessary
- Assist with recruitment and hiring of staff
- Oversee daily administration of each program and staff schedule
- Ensure both programs meet licensing and funders expectations
- Prepare and monitor budgets, approve purchases within established spending limits, receive and record daycare fees
- Prepare necessary monthly and yearly reporting to appropriate funding and licensing bodies
- Work with senior staff to review and update
 - Staff Policies and Procedures
 - On Boarding Orientation package
 - Day to Day operations manual including staff duties/schedules
 - Weekly/Monthly/yearly program operations manual
 - Parenting Handbook
 - Assist with health, safety and emergency policies and procedures
 - Assist in the development and maintenance of current, accurate and confidential participant files
- Ensure parents are informed of program expectations, program activities and their child's progress
- Manage the administration of these programs by ensuring main activities are implemented
- Provide "on the floor" coverage for absent Child Care Givers when required
- Work closely with NENAS Manager to ensure the efficient administrative operation of the centre(s)

The successful applicant should possess:

- 3 - 5 years' experience in a management or supervisory position
- Proficient computer skills in word processing, spreadsheets, and email
- A valid driver's licence and possess own vehicle

Must be able to:

- Exercise mature and professional judgement in conflict and stressful situations
- Write clear, concise reports, computer literate and able to meet deadlines and other administrative requirements;
- Work flexible hours;
- Be willing to authorize a "Criminal Record Search with Vulnerable Sector Screening"
- Obtain necessary safety training to work in a daycare/preschool setting

Assets: Formal training in Human Resources or a related field; Early Childhood Development, Education or Social Work or 3 - 5 years' experience in a child care profession

Salary range will be based on experience and industry standards. Individuals of Aboriginal ancestry are encouraged to apply. **Closing Date March 22, 2017.** While we appreciate all applications, only those short-listed will be contacted. Please submit your Cover Letter and Resume with references to:



Cheryl Testawitch, Quality Assurance Officer
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