



# Employment Opportunity

## Daycare Manager

The Heiltsuk Tribal Council (HTC) is currently seeking a full-time ECE Manager Position reporting directly to the Director of Social Development. The ECE Manager is responsible for the overall daily operation of the Early Care and Learning/Language Nest including the implementation of all approved developmentally appropriate activities and programs according to the Early Learning Framework. Currently the ages for the Daycare Centre is 30 months to 5 years and in the short term this position will be responsible for the before and after school program. The longer term vision is to have the Daycare Manager be responsible for the infant and toddler program. The key operational areas of responsibility are: Fiscal/Financial, Administrative, Management of the Staff, Guidance and Behavior Management, Health & Safety, and Early Care and Learning.

**Successful Candidate will need to relocate to Bella Bella BC**

### **Primary Duties & Responsibilities Include:**

- Ensure that the daily operation of the Daycare is in compliance with the Community Care & Assisted Living Act (CCALA) and the Child Care Licensing Regulations
- Ensure Job Descriptions are reflective of the current requirements within the Early Care and Learning profession
- Conducts Performance Appraisals for all early childhood educators in accordance with the ECEBC Code of Ethics and Early Learning Framework.
- Makes recommendations to the licensing officer on changes to policies and procedures that would improve the Daycare Centre. All changes will be approved by the Licensing Officer and HTC
- Supervise the activities of all ECE's and support staff to ensure that each child's individual needs are met
- Maintain a complete & accurate account of all financial transactions as it pertains to the Centre
- Responsible for the preparation of the Annual Budget for HTC approval
- Ensure that the operating expenses are in alignment with the Annual Budget
- Must attend and participate in CCCF meetings, Child & Youth Advocacy Meetings, and various other Provincial meetings, including meetings with the Provincial Licensing Officer.
- To effectively maximize professional development training funds for the program
- Make the necessary arrangements for admitting and discharging children while maintaining a daily record of all arrivals and departures, and communicate all enrollment changes to the staff.
- Responsible for the hiring of all new staff in consultation with the Social Development Director
- Plan & equip indoor & outdoor areas by selecting developmentally appropriate equipment and supplies for the center.
- Facilitate the management of each child's programs and routines
- Ensure all food supplies meet the Canada Food Guide requirements
- Interview all prospective parents and ensure they receive a parent information package at the time of registration.

- Maintain regular communication with the parents including parent – staff interviews
- Responsible to maintain current First Aid training, food safe and validated ECE certificate to practice that is approved by the CCALA - CCR
- Ensure the janitor is on top of daily cleaning, repairs and maintenance of all program equipment and appliances
- To ensure implementation of ASQ, ASQ:SE and AEPS screening and programming takes place.
- Understanding and demonstrated proficiency in the Aboriginal Early Learning Framework
- Understanding and ongoing commitment to the Community Plan for a Public System of Integrated Early Care and Learning

**Requirements:**

- Minimum 5 years' experience in Early Care & Learning with proven leadership and management experience
- Diploma in Early Childhood Education with post basic IT & SN
- Active Professional Member in ECEBC Professional Association, and BCACCS
- Completed training in the Indigenous Early Learning Framework
- Completed training in the Best Choices Ethical Journey training
- Demonstrated ongoing commitment to attend professional development courses annually.
- Current validated certificate to practice through ECE Registry is mandatory.
- Must have a current first aid certificate and food safe certificate

**HOW to Apply**

If you are looking for a great opportunity to be challenged and rewarded and you believe you meet the requirements to be successful in this role, then please submit your cover letter and resume to [careers@jouta.com](mailto:careers@jouta.com)

We thank all applicants for their interest. Only those who are short listed will be contacted.

*This position is located in the remote and scenic First Nations village of Bella Bella, BC. Situated in the Great Bear Rainforest, this area is perfect for outdoor enthusiasts who enjoy fishing, camping, kayaking, and whale watching.*

