



Halalt First Nation

7973 Chemainus Road • Chemainus, British Columbia V0R 1K0

Telephone: 250-246-4736 • Facsimile: 250-246-2330 • Email: receptionist@halalt.org

Halalt First Nation is seeking to fulfill the role of **Daycare Manager**. The position is responsible for developing and implementing licensed child care programs for children ages 12 months to 5 years that promotes Halalt culture, values, traditions and beliefs, healthy physical, cognitive, social and spiritual development. The Daycare Manager will provide high quality licensed care for children in a group setting.

Duties and Responsibilities:

The following list outlines the duties and responsibilities of the Daycare Manager, but are not limited to:

- Develop and implement daycare and staff policies, parent and procedure manual in accordance with childcare regulations
- Ensure the daily operations to include but not limited to Childcare Operating Funds “COF”
- Works cooperatively with other staff members to ensure the programs are delivered
- Ensures the program incorporates Halalt/Coast Salish values, traditions and beliefs and provides an avenue for traditional drumming, singing, dancing and traditional foods
- Ensures that the program is inclusive of Hul’qumi’num language, culture and traditions
- Ensures that the program / curriculum is planned to support each child’s individual needs
- Ensure that assessments and developmental goals are provided for each child, with a follow up plan to meet all areas of a child’s development
- Coordinates the support services for children with Special Needs, this includes team meetings with Parents, referrals to provide the needed support, follow up and ongoing support
- Maintains a high standard of professional ethics in work habits and relationships with colleagues, children, staff and parents in accordance to the Halalt First Nation’s Code of Ethics
- Assist as requested with regular conferences with parents/to discuss children’s progress.
- Maintains and records important information in a daily log book
- Coordinate and plan bi-weekly staff meetings
- Ensure appropriate on call staff is in place in for leaves of absence
- Ensures staff are supervising, recording data, and providing for the children in their care.
- Participates in daily routines (i.e. supervises clean up, breaks lunch hour, drop off/pickup, etc.)
- Orientation/training of new staff
- Attending and participating in Team meetings
- Assisting in the completion of funding applications upon request
- Performs all other relevant duties in back-up capacity when required
- Ensures supplies are well stocked and ordered when needed
- Manages the programs accordingly to licensing requirements
- Builds positive relationships with the Halalt community, partners, funders, Hul’tun Health Society, and other sister Nations

Education, Skills and Abilities:

- A Bachelor's Degree or College Diploma in Early Childhood Education is required
- Current First Aid Certificate Level 1 (Emergency Childcare First Aid)
- 5 years of relevant experience
- Successful Criminal Record Check, including vulnerable peoples is required
- Evidence that you have complied with the province's immunization and tuberculosis program
- A good knowledge of the Halalt First Nation's culture, history, traditions, values, beliefs, diversities and language
- Excellent computer skills in Microsoft Office
- This is a full-time position, 35 – 40 hours wage is based on qualifications and experience an hour to start, will increase accordingly to experience and performance – will be reviewed regularly
- Having a valid Class 5 driver's license is beneficial and reliable transportation

Please submit Resume and Cover Letter to:

receptionist@halalt.org

Deadline: April 12, 2019 @ 4:00 pm

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.
We thank all applicants in advance only those short-listed will be contacted*