



## **EMPLOYMENT OPPORTUNITY**

### **Position: Head Start/Daycare Supervisor**

Reports to: Health Director

Terms: Full Time

Hours: 8:30 AM to 4:30 PM

Salary: Based on Education & Experience

Location: Duncan's First Nation Health Centre

#### **POSITION SUMMARY:**

Duncan's is a progressive First Nation in search of an innovative, caring and supportive Head Start/Daycare Supervisor who is able to carry out the operations and management of the Headstart and Daycare programming, meeting operational standards, high-level program delivery and meeting policy standards. The Head Start/Daycare Supervisor is responsible for the efficient management of the Headstart and Daycare programs, facilities, services, and staff. Must practice cultural awareness and sensitivity.

- Understanding and complying with any Duncan's First Nation policies or position statements on cultural care (and ensuring it is reflected in individual training / professional development plans).
- Overall, assisting in the articulation and establishment of cultural influence expectations in the Headstart and Daycare planning and day-to-day operations.
- Our optimism at Duncan's First Nation is to hire a caring, creative, and intelligent human being that can not only lead but also facilitate wellbeing in our community's children.

#### **DUTIES:**

Ability to work with others in a supervisory/team role. Must be capable and willing to work daily with children in an effective and caring manner.

- This is a working supervisory position, hands-on in Daycare and Headstart required.
- Demonstrated ability to manage staff and programs and work in a confidential environment.
- Established Early Childhood Centre program planning and operation skills.
- Ability to build rapport and positive relationships with staff, children and their parents. Ability to deal effectively with challenging clients (internal and external).
- Excellent oral and written communication skills, including reports as required.
- Familiar with Alberta Early Learning Licensing Regulations and Guidelines.
- Other duties may be listed.
- In consultation with supervisor, develop and submit the annual program budget.
- Ensure daily communication to parents regarding child(ren).
- Coordinate and attend meetings necessary for the successful operations of the Daycare and Headstart programs.
- Ensure responsible and authorized access and control over client and employee files / information.
- Ensure the safe and secure operations, maintenance, and ongoing functionality of the Duncan's Daycare and Headstart (including vehicle), ensuring, as much as possible, the health and welfare of children, staff and others accessing the facility.
- In conjunction with supervisor, ensure open and ongoing communications with parents, community, government agencies, and others.

**QUALIFICATIONS:**

- Daycare and/or Headstart worker experience required.
- Daycare and/or Headstart management experience required.
- Government of Alberta Childhood Development Supervisor Certificate, required or Level 2 with ability to obtain Supervisor Certificate upon employment and within 30 days.
- Leadership skills, CPR and Child First Aid.
- Clear Criminal Record Check with Vulnerable Sector Check and Child Intervention Check (within 6 months).
- Valid Driver's License and insurable (must complete Duncan's First Nation Drivers Abstract Request form).
- Knowledge, understanding and experience in daycare planning and with financial management practices, including budgeting and reporting.
- Excellent interpersonal and communication skills.

**APPLICATION DEADLINE: UNTIL FILLED.**

**Only qualified applicants will be contacted for an interview.**

**Qualified Duncan's First Nation Members will be considered priority.**

**Successful candidates will be asked to provide a current Criminal Record check, including Vulnerable Sector Screening and Driver's Abstract as a condition of employment.**

**Applications MUST include the following:**

cover letter, resume and must include three (3) references  
(one must be current or most recent employer).

Please submit all applications to:

FAX: 780-597-3717

EMAIL: [admin.ea@duncansfirstnation.ca](mailto:admin.ea@duncansfirstnation.ca)

MAIL: PO Box 19 Brownvale, AB T0H0L0

Addressed to Duncan's First Nation Health Director