



# Employment Opportunity

## Early Learning Manager at QAQAUAILAS

The Heiltsuk Tribal Council (HTC) is currently seeking a full-time Early Years 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 center including the implementation of all approved developmentally appropriate activities and programs according to the Early Learning Framework and BC Child Care Regulations. 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 long-term vision includes Qaqauailas implementing the Infant and Toddler program. The Early Care and Learning Program ensures and implements a QUALITY and ENGAGING program that believes in the whole child development through holistic programming. The key operational areas of responsibility are: Fiscal/Financial reporting, 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, if not already a resident**

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

- Ensure that the daily operation of the Early Care and Learning center 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 overall operation of the Early Care and Learning program. All changes will be approved by the VCH 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 accountability measures including preparation and execution of the annual operating budget
- 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 in collaboration with educators and families.
- 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

- Current ECE certificate to practice that is approved by the CCALA – CCR or a commitment to an ongoing ECE educational plan
- Ensure the janitor is maintaining daily cleaning, repairs and maintenance of all program equipment and appliances
- A full job description is available at [www.heiltsuknation.ca](http://www.heiltsuknation.ca) in documents

### **Requirements:**

- Minimum 5 years' experience in an infant & early childhood development program or educational experience in nursery and or primary programs with proven leadership and management experience
- Diploma in Early Childhood Education with post basic Infant and Toddler & Special Needs is an asset
- Willingness to completed training in the Indigenous Early Learning Framework
- Willingness to completed training in ECEBC's Best Choices Ethical Journey training
- Demonstrated ongoing commitment to attend professional development courses annually
- Current validated certificate to practice through ECE Registry or an ECE-Assistant Certificate (Process of completing ECE Courses; proof required) is mandatory
- Must have a current first aid certificate and food safe certificate
- Provide 3 professional references and record of immunizations
- Provide physician clearance and criminal record review through Provincial Government

### **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)

**PLEASE NOTE:** Once applicant successfully completes Stage One oral interviews completed by HTC, the candidate will proceed to Stage Two.

***Stage Two consists of the successful completion of a 51 question VCH Child Care Manager Suitability Package and Application, 27 question Open Book quiz based on the BC Child Care Regulations. This is followed with an oral interview of the completed questions in the suitability package and the open book quiz with the VCH Community Care Facilities Child Care Licensing Officer.***

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.***

