

# MATAWA FIRST NATIONS MANAGEMENT



## Job Description

Awashishewiigihiwaywiin / Social Services Framework

# Program Support Early Childhood Educator (ECE)

## **PURPOSE OF THE POSITION**

Matawa First Nations are nine independent First Nations who have come together to address the high number of Matawa First Nation children in care in First Nation communities and in the city of Thunder Bay which are taking a toll on individuals, families and communities in both the short and long term.

Matawa First Nations Chiefs called for the development of community-based, culturally appropriate and responsive care models for children with a focus on prevention and family reunification.

The purpose of this position is to assist and coordinate early childhood programming to support the wholistic development of the children we serve. The Program Support Early Childhood Educator (ECE) will work collaboratively with the Cultural Resource Coordinator and Family Support Workers to meet the needs of the Awashishewiigihiwaywiin children.

## **SCOPE**

The Program Support ECE will support Matawa families in a culturally rooted, holistic way, to assist in prevention work through early childhood educational programming. The Program Support ECE will work to promote cultural awareness, safety and competency while promoting healing and wellness and works closely with all employees in the organization to plan and develop age-appropriate programs to enhance the cognitive, physical, social, and emotional development of the children we work with.

## **RESPONSIBILITIES**

Consistently planning innovative ways of keeping children actively engaged.

Imparting knowledge to children through fun and play through a cultural lens.

Ensuring the social and emotional growth of the child.

Addressing the physical needs of the individual child or group.

Develop and implement programs that support and promote the physical, cognitive, emotional and social development of children

Lead activities by telling or reading stories, teaching songs, taking children to local points of interest and providing opportunities to express creativity through the media of art, dramatic play, music and physical activity

Contribute to the on-going operation of the Centre through actively participating in regular needs assessments and planning exercises, implementing and evaluating the culturally competent, inclusive and developmentally appropriate programs designed for children in order to ensure department outcomes and deliverables are achieved

Ensure children's environment is healthy and safe; maintain a safe, clean and organized workspace environment and submit incident reports and serious occurrence forms according to department protocols.

Guide children's behaviour to promote autonomy and positive self-concept; maintain a positive early learning environment that is physically and emotionally safe and respectful for children, parents and co-workers.

Individualize the curriculum; identify and meet designated needs of all children as an individual and as a group.

Encourage and support active family involvement; provide relevant information, referrals, facilitation of workshops and development of resources for children/participants and their families/caregivers.

Gather and maintain accurate, data/enrolment and statistics as required by the agency and relevant funders.

Actively participate in team and agency-wide committee meetings, as required

Provide group care and implementation of the Centre's educational program for all age groups

Assess the abilities, interests and needs of children and discuss progress or problems with parents and other staff members.

Assist the team in planning and preparing on going family programming.

Assist with large family event planning.

Other duties as required.

## **QUALIFICATIONS**

- Post-secondary diploma/degree in Early Childhood Education with a minimum three (3) years' work experience in community service delivery.
- Must be "fully vaccinated" against COVID-19. (In Ontario, a "fully vaccinated individual" is defined as one who has received the required number of doses as outlined by Health Canada and they have received their final dose of the COVID-19 vaccine at least 14 days ago.) Must provide Health Canada's proof of vaccination (vaccine receipt or enhanced vaccine certificate).
- Valid G Class Driver's License.
- Valid current vulnerable sector criminal records check
- Valid First Aid/CPR certification.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- Knowledge of the child welfare and child development models pertaining to Indigenous families.
- Strong communicator - excellent written, oral, and facilitation skills.
- Experience working with Indigenous Peoples and communities, knowledge of Indigenous cultures, traditions, and family dynamics. Proven analytical and problem-solving skills.
- Ability to create and maintain a confidential, welcoming, friendly and safe environment for Community Members.
- Knowledge of and established relationships with other service agencies, ability to network and create/maintain these relationships.
- Strong organizational/time management skills with an ability to plan ahead, define measurable objectives and outcomes and meet objectives in a timely manner.
- Working knowledge of MS Office Software, internet, and general office equipment.

## **Skills**

The incumbent must demonstrate the following skills:

- Strong communication skills
- Creativity
- Literacy and cognitive skills.
- Organization and planning
- Planning
- Relationship building
- Enthusiasm
- Collaboration
- High level of written and oral communication
- Communication skills in a dialect of Matawa area is an asset
- Excellent facilitation, organizational, developmental and planning skills
- Excellent interpersonal and teamwork skills
- Proficient in use of computer and programs
- Ability to make decisions, complete tasks with minimal guidance and supervision

## **Personal Attributes**

- Consistency
- Task and results oriented
- Availability, flexibility and open communication
- Accountability, transparency and confidentiality
- Cultural awareness and sensitivity
- Respect, honesty and integrity
- Excellent communicator

## **WORKING CONDITIONS**

The position may require the incumbent:

- to travel and must be able to fly-in to remote communities and airstrips by small aircraft.
- to billet at a private home

## **Environmental Conditions**

The Matawa building may be a busy facility. The Program Support ECE may have to manage a number of projects at one time and may be interrupted frequently. He/She may find the environment to be busy, noisy and will need excellent organizational, time and stress management skills to complete the required tasks.

### **Physical Demands**

The Program Support ECE may have to travel throughout Thunder Bay and region in all types of weather conditions. They may have to lift, carry and manage supplies. They may have to work odd or long hours at times to complete special requests or projects. The Program Support ECE may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Sensory Demands**

The position may require the incumbent:

- to a high volume of reading documents and may encounter eye strain and occasional headaches

### **Mental Demands**

The position may require the incumbent:

- to encounter high mental stress, dealing with crisis situations

**CERTIFICATION**

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name                      Date	<hr/> Supervisor's Signature                      Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Chief Executive Officer Signature                      Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.