



Tseshahst First Nation Employment Opportunity

DAYCARE SERVICES MANAGER

The Tseshahst First Nation Administration Office is now accepting applications for the position of **Daycare Services Manager**. This is a full-time position at 80 hours bi-weekly (40 hours per week) with some hours required outside of regular office hours.

JOB HIGHLIGHTS

Tseshahst First Nation territory is located on the beautiful West Coast of Vancouver Island and spans from the La Perouse bank off shore to Barkley Sound, the Broken Group Islands and Alberni Inlet to Port Alberni and Sproat and Great Central Lakes. A chance to work amongst these amazing places while spending time on the water and protecting Tseshahst's Hahoulthee (Traditional territory) is part of the job.

The Daycare Services Manager will work with the Tseshahst t'atnee?is Daycare to provide day to Management of the Daycare facilities, including the Infant Toddler Program (0-3 Years) and the Head Start Daycare program (3-5 Years).

JOB PURPOSE

A Daycare Services Manager is required to oversee the operations of the Tseshahst Daycare Programs and ensure the facility is offering quality, age and developmentally appropriate care that meets or exceeds the regulations outlined by the Ministry of Families and Children. As a management role for the licensed Aboriginal Head Start Daycare, this position ensures all operational policies and procedures are in compliance with the Aboriginal Head Start on Reserve Program requirements.

As the Daycare Services Manager, this position ensures the daily Child Care plans, programs and activities offered at the Daycare facility consider and accommodate the following Head Start component: Tseshahst culture and language, education, health promotion, nutrition, social support, and parental involvement.

The Manager is responsible for all operational and general office administrative requirements including; supervising staff, administer staff schedules and vacations, liaising with parents, overseeing enrollment, as well as claims for fee subsidies, overseeing equipment and supplies, preparing budgets and reports, and interacting with program and government regulators, etc.

As the Manager of the Daycare(s), this position provides leadership assistance to staff and to parents, ensuring a professional approach and effort is afforded to the overall objective of preparing Tseshahst children for their school years.

Hiring organization

Tseshahst First Nation

Employment Type

Full time

Job Location

5091 Tsuma-as Dr.,
Port Alberni, BC, Canada V9Y 8X9

Working Hours

80 hours bi-weekly

Wage Range

\$45,000-55,000
Depending on experience

Date posted

March 21, 2023

Valid through

April 6, 2023

JOB SKILLS, EDUCATION AND EXPERIENCE

The successful applicant will possess skills and experience in the following areas:

- Grade 12 equivalence, Diploma in Early Childhood Education, Red Cross Child Safe First Aid course accreditation and Food Safe.
- Other training certificates or course accreditations to include; leadership, challenging behavior (autism, etc.), Child & Youth Care certification courses.
- Familiar with the Day Nurseries Act & Aboriginal Head Start.
- 3 to 5 years of relevant work experiences in supervising a licensed centre-based Child Care Program.
- BC Drivers license and a clean driving record.
- Criminal Records Check clearance is mandatory.

HOW TO APPLY

Submit a cover letter, resume and three (3) current references to:

Tseshah First Nation, Attention: Victoria White, Executive Director
by mail: 5091 Tsuma-as Drive, Port Alberni BC, V9Y 8X9; or
by email: apply@tseshah.com

CLOSING DATE: April 6, 2023