



## CHAMPAGNE AND AISHIHIK FIRST NATIONS

Nestled under the majestic St. Elias Mountains, the community of Haines Junction is home to Champagne and Aishihik First Nations (CAFN), a self-governing First Nation whose Southern Tutchone language and culture contributes to a vibrant way of life. The First Nation is actively involved in numerous initiatives to promote a better, healthier lifestyle for its future generations. You will enjoy a welcoming, supportive and proactive work and social environment. Are you looking to apply your skills and make a real difference to CAFN? Then this is for you – Apply now!

### JOB OPPORTUNITY – POSTED December 18, 2017

#### **Shawkwunlee Daycare Manager**

**Competition #17-18-55**

Regular Full-Time

Salary: \$73,691.35 - \$86,208.46 Level - 8

Location: Haines Junction, YT

#### **Job Summary:**

Reporting to the Associate Director of Education, this position is responsible for planning, developing, implementing and managing an integrated developmental program for young children and their families/caregivers encompassing early learning, culture, aboriginal language, whole family learning, and special and individual child developmental support. The position also ensures compliance with applicable legislation, regulations and policies.

The ideal candidate works well in a dynamic, collaborative, team environment; is flexible and organized; possesses excellent written and verbal communication skills; and the ability to effectively interact with young children, parents, teachers, and team members.

The Shawkwunlee Daycare Manager will need to ensure that accurate administrative and financial records are maintained and that practices and procedures are streamlined so that they are efficient and cost effective in order to ensure the financial viability and sustainability of the Centre.

As Shawkwunlee Daycare Manager, this position is responsible for the direct supervision of all Early Childhood Education staff. The Manager will be expected to role model for the staff and community by acting professionally and by demonstrating an active, responsible & healthy lifestyle.

#### **Education and Experience:**

- Grade 12 graduation is required. A diploma or degree in education with an emphasis on primary and special education is desired.
- Level 3 certification in Early Childhood Development is mandatory.
- Minimum two years experience working with children in an early childhood program and working in a cross-cultural and team environment is required.
- At least two years of related experience in a management position involving significant responsibilities for program development and team management within an early childhood education environment is required.
- Related work experience and training in business administration, public administration, social work and/or equivalent training may be considered.

#### **Conditions of Employment:**

1. *Level 4 Criminal Records Check (3584E) & Vulnerable Sector Check (3923)*
2. *Proof of clear TB tests*
3. *Valid First Aid Certificate with Level C CPR training*
4. *Proof immunization shots are up to date*
5. *Valid Drivers License*
6. *Medical clearance confirming fitness to work*
7. *Minimum Level 3 Early Childhood Development Certificate*

*CAFN is an equal opportunity employer, however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Right Commission. We thank all those who apply but only those selected for further consideration will be contacted.*

An eligibility list will be created from this posting.

For a complete job description please check the CAFN website at [www.cafn.ca](http://www.cafn.ca) or contact below.

**Deadline: 4:30 pm on January 5, 2018**

Send current resumes and supporting documents to:

Capacity and Policy Development Department  
Fax: (867) 634-7071  
Phone: (867) 634-4200 ext. 241 or  
[ejackson@cafn.ca](mailto:ejackson@cafn.ca)