



Siksika Family Services Corporation
SIKSIKA EAST & WEST DAY CARE
Child Development Supervisors (2) (Level 3) - PFT
Closing Date – Open till suitable candidate found



GENERAL STATEMENT OF POSITION:

This position will plan, implement, and evaluate childcare programs according to the vision and mission of Siksika Family Services Corporation and the Daycare center, incorporating the standards of Alberta Provincial regulations and other policies, acts or regulations that may be applicable.

LOCATION: Siksika East and West Daycare

SUPERVISION RECEIVED: Supervisor – West and East Daycare Supervisor/Daycare Director.

DUTIES & RESPONSIBILITIES:

- Ensure safety and welfare of each child.
- Develop, implement, and evaluate standardized childcare programs to ensure high quality care which meets the needs of all children, utilizing clear and concise routines, rules, limits, and educational themes in a Siksika culturally enriching environment.
- Create, plan and prepare interesting and imaginative teacher-centered and child-centered activities for children, 1 month to 6 years of age, which includes the needs of each individual child as well as for the needs of the group.
- Maintain close communication with the Daycare Manager/Director on the development and progress of each child, and all issues regarding the Daycare.
- Perform and be responsible for housekeeping tasks and all duties outlined in the daily shift requirements for the daycare room.

KNOWLEDGE/ SKILLS/ABILITIES:

- Demonstrates effective leadership, interpersonal and supervisory skills.
- Demonstrates highly developed oral communication skills
- Demonstrates a high standard of literacy and written communication skills.
- Strong program planning and implementation skills.
- Ability to relate well to children, parents, colleagues, and community.
- Strong time management skills. Must be punctual and have reliable attendance.
- Possess some knowledge and respect for Siksika cultural traditions and language.

EDUCATION AND EXPERIENCE:

- High School Diploma or GED equivalency
- Must have a minimum of Level Three Child Development Supervisory Certification, or completion of a two-year Early Learning and Child Care Certificate program offered by an Alberta Public College, or equivalent level of training considered by Alberta Day Care Staff Certification Office.
- Minimum 3 – 5 years related work experience in a Childhood education environment.
- Must possess a valid First Aide and Child and Infant CPR

Resumes should be emailed to family serviceshrm@siksikafamilyservices.com before 11:00 p.m. on posting close. **PLEASE QUOTE** Competition # 056-2022 on cover letter.

IMPORTANT: All applications must include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check
3. Copy of Drivers Abstract and Drivers License.

The Siksika Family Services (SFS) COVID 19 Vaccination Policy requires all employees to be fully vaccinated. and provide proof of vaccination. The Siksika Family Services will provide reasonable accommodation, if the successful candidate cannot be vaccinated due to grounds protected by human rights legislation

*Please Note: SFSC thanks all applicants and wishes to advise that only **complete** applications will be considered and only those candidates selected for an interview will be contacted.*