



huu ay aht

ANCIENT SPIRIT, MODERN MIND

## Job Posting

**Full Time Permanent Position:** Oomiiqsu Childcare Centre Manager

**Location:** Oomiiqsu Childcare Centre, Port Alberni

**Salary:** \$50,700 - \$65,000

**Authority Relationship:** Reports to Oomiiqsu Director, Huu-ay-aht First Nations

Oomiiqsu (Aboriginal Mother Centre), is looking for a strong individual that can provide management and oversight of a brand-new centre.

### Position Summary:

The Oomiiqsu Childcare Centre will offer quality early childhood education for children 36 Months and Under and 36 Months to School Age for residents of the Oomiiqsu Centre. Centering around culture, Childcare program staff will work with Elders and Cultural Wellness Workers to provide mothers and their children opportunities to connect with culture and language and to learn and grow together.

### Key Accountabilities:

- Management of 36 Months and Under and 30 Months to School Age Early Childhood Education programs, which includes program and policy development, creation of Parent Handbooks, ordering materials and supplies, maintaining children's files, ensuring all licensing requirements are met,
- Develop & provide quality programming to support the health development of all children attending the Oomiiqsu Childcare Centre
- Human Resources management which includes, but is not limited to, preparing job descriptions, completing all hiring for Oomiiqsu program staff and Oomiiqsu Childcare Centre staff, staff Performance management.
- Working with ECE staff to ensure a balanced, quality program.
- Developing and providing children with safe, developmentally, and culturally appropriate activities that support their holistic development.
- Financial management and accountability such as budget development and tracking of expenses, contract preparation and implementation. Prepare and submit Grant applications and funding reporting.
- Management responsibilities include completing all reporting requirements for funding, daily reporting where needed, management of day-to-day responsibilities, ordering and inventory, and other day to day management responsibilities.
- Work with Cooks to develop healthy menus that incorporate Indigenous foods utilizing the Canada's Food Guide – First Nations, Inuit, and Metis



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- Performs regular safety check of interior and exterior childcare spaces and play areas
- Promoting a healthy & safe work environment in alignment with the HFN's values, culture, and business goals.
- Additional priorities could be assigned as per the direction of the Oomiiqsu Director.
- Always Maintaining confidentiality and neutrality.

### **Job Requirements and Operational Abilities:**

- Valid class 5 driver's license
- Class 4 driver's license an asset
- Standard First Aid and CPR
- Some travel, including overnight and or weekends.
- Willingness and ability to work overtime, including evenings and weekends.
- Successful background checks, including employment verification, criminal records checks, reference checks and education/credential verification.
- Willingness to uphold and learn the HFN Organizational Vision, Mission and Human Resources Values: Professionalism, Respect, Health, Effective Communication, Trust, and Support and HFN Principles, culture, and history. **(Appendix A)**
- Ability to work in an adapting environment of fluctuating and unpredictable demands and conflicting deadlines and priorities.
- Ability to have strong communication, both oral and written. Communication is essential for this position to have a successful program.
- Ability to maintain confidentiality and neutrality.

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

- Valid Early Childhood Educator Certificates – Infant and Toddler/Special Needs.
- Valid Standard First Aid and CPR
- Minimum 3-5 years work experience working as an Early Childhood Educator.
- Minimum of 2 – 3 years in a management role.
- Post Secondary Certification in an Administrative or Management field.
- Have 2-3 years' experience working for an Indigenous government and/or organization.
- Experience in Community Care and Assisted Living Act - Child Care Licensing Regulation
- Excellent oral and written communication skills.
- Excellent organization and problem-solving skills.
- Computer skills including MS Office Suite, Teams and Zoom



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## Personal attributes:

- **ʔiisaak / Greater Respect.** Personal and collective respect for the community and its people, traditional knowledge, the natural world, the metaphysical world and other peoples and communities. Working in a manner that reflects a commitment to client service excellence and actively contributing to workplace well-being and a safe, healthy, and respectful workplace.
- **ʔuuʔaluk / Taking Care Of.** This is about caring for present and future generations and the resources the land, water, and the natural world provides. Working on pursuing organizational efficiencies, demonstrating an appreciation of the importance of resources, including the willingness to adopt new and more efficient working methods.
- **Hišuk ma ćawak / Everything is One.** A notion of the interconnected, interdependent, and reciprocal relationship between the people, the land, and the wider world(s) in a physical, spiritual and social sense. Listening actively to the views of others, respecting, considering, and incorporating them. Working collaboratively and relating effectively to others and embracing and valuing diversity.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to [HR@huuayaht.org](mailto:HR@huuayaht.org) by fax 250-728-1222 or mail attn: Human Resources Manager, 4644 Adelaide St, Port Alberni, BC, V9Y 6N4. Please quote Oomiiqsu Child Care Centre Manager Job Posting. Closing date for this position is March 1, 2024.



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## Appendix A

**Vision** - *The Huu-ay-aht envision a strong, self-governing and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy and sustainable community; where our culture, language, spirituality and economy flourish for all.*

**Mission** - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

### HUU-AY-AHT FIRST NATIONS VALUES

#### PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

#### RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and don't judge
- Basic Etiquette – remember the common courtesies; kindness & compassion
- lisaak
- Observe protocol and ceremony

#### HEALTH

- A healthy body, mind and soul through proper diet, sleep and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up

- Be appreciative of one another and the work we do

#### EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

#### Trust

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, don't harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or aren't doing
- Be happy and enjoy your work life

#### SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Don't gossip; stop gossip when it occurs
- Clarify and seek feedback from each other