



Keewatin
Tribal Council

KTC CHILD DAY CARE COORDINATOR

Thompson, MB

Full Time

Under the direction of the Director of Education & Training Services the KTC Child Day Care Coordinator will provide technical assistance and support to a KTC First Nations Child Day Care Working Committee. The KTC Child Day Care Coordinator will be responsible to coordinate and facilitate the development and enhancement of quality child day care services and programs in the 8 KTC First Nations communities.

DUTIES AND RESPONSIBILITIES

- X Provide monthly, quarterly and final reports to the Director of Education and Training Services and MKO to ensure community awareness of the day care services in the KTC Region.
- X Travel to KTC First Nations Day Care Centers and Family Day Care providers to monitor standards and to license facilities.
- X Provide written feedback in the form of evaluation sheets and checklists after each visit and to discuss them with the Day Care Director or family Day Care provider.
- X Provide interpretation of the Manitoba First Nations Child Day Care Act and Regulations and Guidelines.
- X Consultation with Day Care Directors on day care operation, administration, behavior management, program development, etc.
- X Provide resources and technical assistance to KTC First Nations Child Day Care Centers and/or Board of Directors.
- X Assist in compiling community assessments, community budget projects, program reports and other applicable information and to ensure the required information is submitted to the appropriate authority in a timely manner.
- X Attend Manitoba First Nations community workshops, conferences and other applicable meetings as requested.
- X Liaise with other First Nations Child Day Care Coordinators, First Nations Child Day care programs, related agencies and the Manitoba Child Day Care Association.

QUALIFICATIONS

- X A Certificate or Diploma in Child Day Care or equivalent related work experience.
- X Computer experience would be an asset. (ie. Microsoft Word, Excel etc).
- X An understanding of the Government of Manitoba policies, procedures, programs and services in the field of Child Care.
- X Excellent communication skills.
- X Must be a self-starter and capable of working with limited supervision.
- X Ability to work as part of a team is essential.
- X Ability to speak Cree or Dene would be an asset
- X Must be able to travel in Northern communities
- X Valid Manitoba Driver's License

A written application with detailed resume, including at least 2 references with written permission to contact the references and your immediate supervisor, should be submitted to:

Lisa Beardy, Office Manager
Keewatin Tribal Council Inc.
23 Nickel Road

Lbeardy@ktc.ca Fax: 204 677-0256

Applications will be accepted until position is filled. We would like to thank those that apply for the position, but only those being considered for an interview will be contacted. For further information or a full job description, contact Aggie Weenusk, Director of Education and Training or Lisa Beardy, Office Manager.