

Career Opportunity: Regional Childcare Advisor

- Provide advice and guidance to Directors and Coordinators in applying policies and procedures with respect to the selection, orientation, development and evaluation of personnel.
- Carry out all visits to the communities that are under her/his responsibility.
- Participate and act as a regional resource person in general assemblies of local Childcare Centres, including preparing all documents ahead of the general assemblies and subsequently updating bylaws according to conclusions.
- Ensure liaison, information and representation services on behalf of the Department with all the local Childcare Centres.
- Ensure liaison with local resources involved in the delivery of services to children.

Other Responsibilities

- Maintain up-to-date knowledge and skills in area(s) of responsibility.
- Perform other duties as required.

Education

- College Diploma in Early Childhood Education, Child Development or related field.

Experience

- Three to five years of relevant work experience.

Language

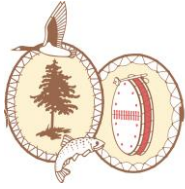
- Fluency in verbal Cree.
- Fluency in English.
- Fluency in French is an asset.

Knowledge and Abilities

- Good understanding of child growth and development, and of age appropriate activity programming.
- Customer-focused and service-oriented.
- Proven ability to communicate effectively both oral and written.
- Proven ability to be discreet and maintain confidentiality.
- Strong attention to detail and accuracy.
- Strong organizational skills and the ability to coordinate multiple projects.
- Strong judgment and proven ability to problem-solve.
- Demonstrated ability to take initiative.
- Demonstrated ability to work under pressure and to adapt to a changing environment.
- Proficiency in Microsoft Office products.

Additional Requirements

- Typical office setting and where there are no unusual physical demands.
- Willingness to work irregular hours.
- Willingness to travel extensively.
- Must agree to undergo a background check.



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The Cree Nation Government may, at its discretion, waive any or all of the aforementioned requirements if a suitable candidate who is a JBNQA beneficiary accepts to follow a training plan determined by the Cree Nation Government as a condition of employment.

Application Period

From July 14, 2020 to July 29, 2020

Application

Your application must be sent by email with the competition number: **CFS-200702-1**

Valerie Mianscum

Recruitment Officer

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