



CARCROSS TAGISH FIRST NATION

PO Box 130. Carcross, Yukon Y0B 1B0

(867) 821-4251

www.CTFN.ca

Employment Opportunity



Job Title:	#23-006 Early Childhood Educator/Programmers – 5 Position
Department:	Capacity Development Department
Status:	Full time Permanent
Salary:	\$62,327.52 - \$74,917.66
Closing Date:	until filled

CARCROSS/TAGISH FIRST NATION MISSION STATEMENT

The Carcross/Tagish First Nation is mandated to protect the environment, health, education and aboriginal rights of our Citizens; to continue to preserve and protect our culture, traditions, and languages; to protect and develop our natural resources and strengthen our economy and the Carcross/Tagish First Nation government for our future generations.

JOB SUMMARY

Under the direct supervision of the Carcross Tagish First Nation (C/TFN) Haa Yátx'i Hidí Manager, Early Childhood Education Workers/Programmer are responsible for the daily operation of the Haa Yátx'i Hidí Center. These positions are responsible for ensuring that the Haa Yátx'i Hidí Centre operates effectively in meeting the needs of its clients in the provision of early learning development and the temporary care of infants, toddlers, pre-school and school aged children.

DUTIES AND RESPONSIBILITIES

The Haa Yátx'i Hidí Workers/Programmer are responsible for the daily operations of the Haa Yátx'i Hidí Center by:

- Develop and deliver ECE culturally relevant programming
- Providing quality childcare for community children,
- Working with parents, family and children,
- Offer regular communication with parents and families, including learning stories
- Dealing with sensitive care issues,
- Cleaning on a daily basis,
- Must be willing to work with different age groups while doing different indoor and outdoor activities.
- Ensuring all child care regulations and C/TFN policies are followed
- Other related duties

ESSENTIAL QUALIFICATIONS (Include the month and year you started and ended a job when you list your work experience. This allows us to accurately calculate the length of time you were in the position.)

- Level 3 Early Learning and Child Care certification

DESIRED KNOWLEDGE, SKILLS & SUITABILITY

- A good knowledge of First Nation culture and traditions or willingness to learn.
- Ability to interface and communicate with the C/TFN staff, Citizens and the general public in a cross-culture environment.
- Ability to work effectively and efficiently, both independently or as part of a team.
- Strong decision-making skills including good judgement.
- Ability to handle stress while meeting deadlines and handling heavy workloads.
- Ability to provide a safe and supportive environment.
- Strong time management, organization and prioritization skills.
- Good oral, listening, writing and electronic communication skills.
- Good interpersonal skills, caring attitude, ability to relate to children and must have a high stress tolerance.
- Ability to maintain confidentiality.
- Ability to work with minimum supervision.

CONDITIONS OF EMPLOYMENT

- Level 3 Early Learning and Child Card Verification
- Medical Note of Fitness, TB Screening & Immunization
- Criminal Reference Check with Vulnerable Sector
- Current First Aid Certification or willingness and ability to obtain within the first 2 months

We encourage all qualified candidates to apply however preference will be given to C/TFN Citizens, associate members and indigenous candidates.

We thank all those who apply and advise that only those selected for further consideration will be contacted.

Please Note:

- No relocation costs are associated with the position.
- Job descriptions <O:\HR\00-RECRUITMENT\2023\Competition 2023\23-006 Early Childhood Educator\Early Childhood Education Programmer - JD.doc>

**PLEASE QUOTE THE COMPETITION NUMBER & TITLE ON YOUR APPLICATION WHEN APPLYING.
APPLICATIONS/RESUMES MUST BE RECEIVED BY 11:59PM ON THE CLOSING DATE.**

Apply to: humanresources@ctfn.ca