



CARCROSS/TAGISH FIRST NATION

EMPLOYMENT OPPORTUNITY

JOB TITLE: Early Childhood Education Supervisor

Amended Date: Sep 26, 2018

DEPARTMENT: Capacity

STATUS: Permanent Full-Time

SALARY: \$53,355 - \$73,161 / Per Annum

JOB SUMMARY

Under the direct supervision of the Carcross/Tagish First Nation (C/TFN) Director of Capacity Development, the Haa Yátx'i Hidí Supervisor is responsible for the overall daily operations of the Carcross/Tagish Early Childhood Education Development facility.

QUALIFICATIONS & SKILLS

- Minimum Grade 12 and diploma in Early Childhood Development (Level 3) or the equivalent in training/experience
- Experience in the administration of Early Childhood Education
- Experience with working with First Nation children and governments
- Experience in supervising staff
- Experience in developing and monitoring budgets and work plans
- Experience in case management
- Familiar with the Yukon Childcare Act Regulations.

Specific Skills

- Ability to maintain confidentiality.
- Ability to interact effectively with other departments and agencies.
- Ability to gain the cooperation of others.
- Ability to negotiate terms of contracts and other agreements.
- Strong leadership and team building skills.
- Role model who can foster trust and acceptance at the community level.
- Ability to work in a team environment.
- Strong written and oral communication skills.
- Cross-cultural knowledge and awareness.
- Conflict resolution and mediation skills.

CONDITION OF EMPLOYMENT

- Valid driver's license
- First Aid and CPR Certification
- Criminal Records Check
- Minimum ECD Level 2 training and working toward Level 3
- Up to date immunization
- Model and maintain a healthy life style.
- Sign and abide by the CTFN Oath of Confidentiality and Code of Conduct.

No compensation will be given for moving costs and must be eligible to work in Canada.

We thank all those who apply and advise that only those selected for further consideration will be contacted. Preference will be given to First Nation / Aboriginal citizens on all competitions.

Candidate cover letter / resume should clearly demonstrate related qualifications, since selection for further consideration will be based on the information provided. Job descriptions are available from the C/TFN Human Resource Department.

APPLICATIONS/RESUMES MUST BE RECEIVED BY 11:59PM ON THE CLOSING DATE.

Please apply to:

**Carcross/Tagish First Nation
Finance & HR Department**

Box 130, Carcross, Yukon Y0B 1B0

Phone: (867) 821-4251 Ext. 8269 **Fax:** (867) 821-3903

Email: humanresources@ctfn.ca