

# INTERNAL/EXTERNAL POSTING



Inuuqatigiit-Centre for Inuit Children, Youth and Families is a multi service non-profit organization serving Inuit children and youth and their families, dedicated to providing cultural, educational, and support services in a caring, respectful and collaborative environment that fosters strong and proud Inuit children and families.

**Position #** 2023-89  
**Position:** Manager of Early Years – Pirurviapik Childcare  
**Posting Date** November 14,2023  
**Start Date:** ASAP  
**Hours:** Full-Time Indeterminate (Permanent)  
**Salary Range:** Inuuqatigiit Centre offers a competitive wage and benefit package

## POSITION SUMMARY

Under the supervision of the Executive Director, the Pirurviapik Childcare Manager manages high quality and culturally based programs and services under Pirurviapik Childcare Centre in compliance with relevant legislation and all Inuuqatigiit Centre policies, procedures, and administrative requirements.

## KEY DUTIES AND RESPONSIBILITIES

- Manage all aspects of Pirurviapik Childcare Centre;
- Develop and follow annual EY childcare operations, project/program workplans to ensure all deliverables are met;
- Identify, develop, and implement effective Quality Assurance tools;
- Monitor the integration of Inuit culture and language in all aspects of programming.
- Ensure safety, fire, health, and well-being in compliance with all Ontario Ministry of Education, Childcare sector regulations for all children and staff.
- Oversee the completion and satisfaction of all licensing requirements including online reporting of Serious Occurrences; compliance of all regulations, uploading information of staff qualifications and Board of Directors.
- Resolve issues that arise in delivery of EY operations.
- Complete Incident/Accident reports; follow Water Quality; Fire Safety procedures; Food Handling; supervision and monitoring staff for proper behavior guidance.
- Meet all evaluation and reporting requirements including maintaining project statistics, meeting project targets, creating surveys and completing Incident/Accident reports;
- Monitor compliance with relevant legislation and all Inuuqatigiit Centre policies and administrative requirements;
- Work with the City of Ottawa Childcare Roles and Responsibilities for accurate reporting and following subsidy responsibilities as a childcare provider;
- Monitor and report on processes for assessment of children's development;
- Monitor and review educators' communications and reports to parents
- Identify and report on concerns and issues related to the delivery of EY programs and services to the Director of Early Years;
- Monitor the coordination of transportation services to provide safe transportation in keeping with the service agreement;
- Liaise with other Directors and Managers, report any issues or concerns, and implement appropriate corrective measures;

- Monitor the maintenance of required staffing, accreditation and policy compliance levels and staff/child ratios at all times;
- Provide leadership and supervision to EY teaching staff;
- Participate in the hiring process for EY teaching staff in keeping with Inuuqatigiit Centre policies and procedures;
- Monitor performance and assist staff in their learning and development;
- Seek and provide opportunities for ongoing professional training
- Coordinate a timely and thorough process for annual performance reviews and address ineffective performance;
- Oversee responsive and inclusive support services to parents and families including appointment accompaniment, home visits, referrals, crisis intervention, supportive counselling and assistance with CAS processes and protocols;
- Monitor for the proper completion of child/family intake and registration and ensure quality and confidentiality of child/family files and information management; and
- Monitor the enrollment and discharge process for all children in compliance with Inuuqatigiit Centre policies and procedures.
- Review and monitor city of Ottawa waitlist, Penelope waitlist, reviewing with parents the Parent Handbook, review and manage transportation and safe arrivals for all children, arrange and hold Parent Council meetings; work in partnership with parents to build relationships and listen to their concerns and address the issue in a timely manner;
- Manage expenditures of all program supplies; personal expense claims, and Visa receipts and submit all receipts;
- Apply for and monitor rigorous financial systems and financial policies of Inuuqatigiit Centre;
- Report on the financial situation on a regular basis;
- Manage requests for time off and vacation scheduling; supervise and oversee the absences and vacation/sick time accruals for all staff for payroll;
- Represent Inuuqatigiit Centre at meetings, presentations and conferences with stakeholders including partner agencies, funders and government;
- Establish relationships and engage with various agencies and stakeholders to strengthen EY programs and services;
- Promote the mandate and mission of Inuuqatigiit-Centre;
- Keep lifelong learning of non-Inuit staff in the forefront to increasingly come to understand trauma-based approaches; viewing through a historical lens; and teaching others to allow for Inuit staff opportunities to step into a role of leadership;
- Assume leadership role for all aspects of EY programs and services including facilitating the Parent Council;
- Create atmosphere of teamwork and act as role model in motivating EY team in planning and delivery of EY curriculum;
- Support EY team in resolving team related issues;
- Utilize a participatory, team approach to crisis intervention and case coordination;
- Participate in planning, organization, and delivery of Inuuqatigiit Centre community events;
- Provide guidance, supervision and feedback to volunteers, substitutes, and students in the program; and
- Participate in professional development opportunities as recommended/required by Director of Early Years;
- Adhere to all deadlines (e.g. funder reports, Ministry of Education and City of Ottawa).
- Ability to respond effectively in crisis situations; and
- Strong knowledge of Inuit culture and ability to integrate culture and language in all aspects of curriculum.
- Other duties as required

## **ACCOUNTABILITY**

- Accountable for the safety and security of children and EY staff;
- Accountable for the effective and efficient management of EY programs and services in keeping with funding agreements;
- Accountable to support families of children as required; and
- Accountable for managing EY human and financial resources.

## **WORKING RELATIONSHIPS**

- Guide EY teaching staff through conflict resolution when required; and
- Develop positive relationships with children and parents at Inuuqatigiit Centre;
- Develop supportive and professional rapport with EY staff; and
- Act as a role model to promote professional values and ethics within Inuuqatigiit Centre.

## **EXTERNAL COMMUNICATIONS**

- Communicate with partners, funders, and other stakeholders;
- Maintain a strong working relationship with Children's Aid Society and other community partners to ensure best outcomes for families;
- Monitor all communications with parents including progress reports, parent teach interviews, parent handbook, monthly calendar, information flyers and quarterly parent newsletter;
- Coordinate and conduct tours to visitors and prospective families; and
- Guide strong community engagement in EY program;

## **ENVIRONMENTAL FACTORS**

- Ensure personal safety and precautions are observed at all times; and
- Ensure Public Health Guidelines for the COVID-19 pandemic are followed at all times;
- Demonstrate stress resistance and stamina in the management of the Inuuqatigiit Centre EY programs and services;
- Manage stress and demonstrate stamina in managing programs and staff;
- Mental effort is required to deal with stress related to safety and security of children, program delivery and communications with parents;
- Ability to function effectively in a high-stress, high-noise environment;
- Knowledge of COVID-19 policies in an Early Years setting; and
- Depending on operational and programming needs, may be required to work virtually from home due to the COVID-19 pandemic.

## **QUALIFICATIONS AND REQUIREMENTS**

- Inuit descent preferred;
- Early Childhood Education (ECE) diploma required;
- Registration with Ontario College of ECE or ability to obtain equivalency;
- Minimum of 3 years' management experience in a child/family-oriented program and a minimum of 2 years' experience working in an Early Year's setting;
- Fluency in Inuktitut would be an asset;
- Experience working with Inuit or Indigenous communities;
- Knowledge of Inuit culture and community;
- Knowledge of Inuit and non-Inuit community services and supports;
- Knowledge and/or certification in behaviour guidance and/or conflict resolution ( e.g. Collaborative Problem Solving);
- Knowledge of OCCUMS, One-Key, ONEHSN;
- Knowledge of Inuit Qaujimagatuqangit, culture, and practices;
- Knowledge of How Does Learning Happen document;
- Understand and adhere to all regulations of the Early Learning and Child Care Act ( e.g. chi Id/staff ratios);
- Medical certification of good health and up-to-date immunizations; TB test, if applicable;
- COVID-19 vaccine (Dose 1 & 2) required;

- Current Police Record Check-Vulnerable Sector required in keeping with Inuuqatigiit Centre Personnel Policies and Procedures; and
- CPR/First Aid Certification ( or willingness to become certified).

**Please apply with a cover letter and up-to-date resume to:** Human Resources Department, at [jobs@inuuqatigiit.ca](mailto:jobs@inuuqatigiit.ca)

***Note that accommodations are available for applicants with disabilities throughout the recruitment process. If you require specific accommodations, please contact the HR Department through the information provided above, so that we can make suitable arrangements with you.***

***When two equally qualified candidates are considered for the same position, preference will be given to the candidate of Inuit descent.***

***We thank all who apply to this position. Only those applicants selected for an interview will be contacted.***