Registered Early Childhood Educator: Pirurviapik Program (Mat Leave)

(INTERNAL/EXTERNAL POSTING)

Inuuqatigiit Centre for Inuit Children, Youth & Families is a multi service non-profit organization serving Inuit children, 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 #	2026-198
Position Title	Registered Early Childhood Educator-Pirurviapik childcare
Start Date	ASAP
Hours	37.5 hours – Monday-Friday (availability to work between 8:00 a.m. - 4:00 p.m. with occasional evening and weekend hours)
Position Status	Mat Leave- Full-time, Determinant- November 2027
Salary Range	Starting salary of $ 49,750 plus benefits

POSITION SUMMARY

Under the supervision of the Manager of Early Years, this position plans and delivers a high quality and culturally based programming.

KEY DUTIES AND RESPONSIBILITIES:

- Planning, preparing, and implementing curriculum that supports How Does Learning Happen;
- Incorporate Inuit Qaujimajatuqangit principles into curriculum planning;
- Work alongside the cultural educator to research, plan and implement Inuit-specific language and culture activities that promote cultural knowledge, traditions, and skills
- Support your team in planning and delivering age-appropriate activities;
- Evaluate children's learning outcomes;
- Support your team in evaluating learning outcomes;
- Document children learning;
- Share children's learning with parents and guardians;
- Provide a safe, organized and engaging age-appropriate space for the children;
- With support from the cultural educators encourage and facilitate age-appropriate Inuktitut language development in the children;
- Under the guidance of the manager, recognize and respond to the needs of each child by using positive child guidance
- Identify and report concerns, issues and hazards related to the delivery of child and family program
- Understand and adhere to all regulations of the Early Learning and Child Care Act (e.g., child/staff ratios)
- Responsible for monitoring the health, safety, and well-being of children
- Understand and adhere to all program policies (e.g. health and safety)

- Comply with all recording and reporting requirements outlined in Inuuqatigiit policies and procedures (e.g., incident reports)
- Maintain program equipment in good repair and share responsibility for keeping a healthy and safe program space, including sanitizing toys;
- Responsible for monitoring the health, safety, and well-being of children
- Comply with all recording and reporting requirements outlined in Inuuqatigiit policies and procedures (e.g., incident reports)
- Maintain program equipment in good repair and share responsibility for hygiene, including toy sanitization requirements
- May be asked to complete duties outside of your job description that is in the best interest of the children and the team;

ACCOUNTABILITY
- Accountable for the well-being of children and staff
- Adheres to Inuuqatigiit Centre's Early Years policies and procedures
- Keeps child, parent, family related information confidential

ENVIRONMENTAL FACTORS
- May be required to work some evening and weekend hours related to program activities
- Must demonstrate stress resistance and stamina in caring for young children
- Regular physical activity associated with program activities, ability to access multi-story building

KNOWLEDGE AND SKILLS
- RECE
- Fluency in Inuktitut an asset
- Knowledge of the needs of Inuit children and families
- Knowledge of Inuit Qaujimajatuqangit, culture, and practices
- Knowledge of How Does Learning Happen document
- Ability to work in a collaborative staff team environment

QUALIFICATIONS & REQUIREMENTS
- Early Childhood Education (ECE) diploma
- Registration with the Ontario College of ECE
- First Aid/CPR certificate (or willingness to become certified) required
- Current Police Record Check – Vulnerable Sector required in keeping with Inuuqatigiit Centre's Personnel Policies and Procedures
- TB test and other immunizations up-to-date and medical certification of good health
- Proof of COVID-19 vaccine (Dose 1, 2 and Booster)

BENEFITS:
- Flexible health and dental benefits
- RRSP Match
- 3 paid professional development day per year
- **Additional 2 weeks paid time off for the Christmas break with the requirement of volunteering at company events**.

Please apply with a cover letter and up-to-date resume to: Human Resources Department, at jobs@inuuqatigiit.ca

Inuuqatigiit Centre is committed to creating a more representative workforce so it can better understand and serve the needs of our Inuit community in Ottawa.

Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.

Eligibility list may be created to fill future vacancies. Job descriptions may be obtained by email or on the website. Note that accommodations are available for applicants with disabilities throughout the recruitment process.

If you require specific accommodation, 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.

Only those applicants selected for an interview will be contacted. This position is dependent upon funding approval.

We do not use automated or AI- based systems to screen candidates. All applications are assessed by qualified hiring professionals.

We thank all who apply to this position.