

EMPLOYMENT OPPORTUNITY

JOB TITLE: Early Childhood Development Facilitator

JOB SUMMARY: Under the supervision of BBK Team Leader, the Early Childhood Development Facilitator will be responsible to work with the ECD Team on the planning, implementation, evaluation and revision of the goals and objectives of the Walpole Island First Nation Early Childhood Development Plan, ensuring that the activities listed in the work plan are carried out. This person will abide by Walpole Island First Nation policies, procedures, and regulations, while ensuring that their activities reflect the philosophy, mission statement and mandate of both Walpole Island First Nation and BBK

(Contact HR Dept. for a full Job Description 519-627-1481)

QUALIFICATIONS:

Knowledge and Skills

- Ability to set priorities, organize workload and work space.
- Self-motivated with the ability to work independently
- Excellent communication skills as well as the ability to work cooperatively in a team setting
- Excellent computer skills, specifically Microsoft Word, Excel, and Power Point
- Good case management skills
- Excellent facilitations skills,
- Must be able to maintain confidentiality
- Ability to incorporate various points of view in a concise manner.

Experience

- Must have experience working with Native people.
- 2 years of experience in community needs research and assessment
- 2 years of experience in curriculum development

Education

- Post-Secondary diploma in the social sciences. University degree preferred.
- Developmental Service Worker or Early Childhood Educator diploma accepted.

Other

- Valid Ontario Driver's Licence and reliable transportation required;
- Must live a healthy lifestyle and be alcohol and substance free
- Must be a positive role model;
- Subject to the criminal records check policy;

To **apply**, submit a cover letter, resume, and two most recent work references and one personal reference to:

Walpole Island First Nation
Attention: **Ben Brigham**, Human Resource Assistant
R.R. #3, Wallaceburg, ON, N8A 4K9
Fax: (519)627-5915
Email: careers@wifn.org

Please clearly indicate "**Early Childhood Development Facilitator**" on submission
Posted: July 6th, 2017

Deadline: July 21st, 2017 at 4:00 p.m.

"It is recognized that scented products can produce health related symptoms in sensitive individuals, some of which can pose a serious health risk. We request that you please refrain from using scented products during your meeting(s) or appointment(s) in the WIFN Territory."

We are a special interest organization that is primarily engaged in serving the interest of the Walpole Island First Nation community, preference will be given to person of Native ancestry. (OHRA 1981, c53, s170)

Qualified Band Members are to be given PRIORITY. (R.C.M. April 28, 1998 M#15)