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The MISSISSAUGAS OF THE NEW CREDIT FIRST NATION

is accepting applications for the 3-year contract position of

“Coordinator - MNCFN Indigenous Led EarlyON Child and Family Program”

Closing Date: November 12th, 2018 at 12:00pm

Job Summary:

To manage and provide day-to-day leadership and ensure successful implementation of the Indigenous Led EarlyON Child and Family Centre. The Coordinator will ensure that the operation of this program and service delivery will be in accordance with relevant legislation, regulations, funding and lease agreements.

Educational Qualifications/Minimum Requirements

- Must have a college diploma in Early Childhood Education or diploma or university degree in the social services field with a focus on early childhood development and parenting.
- One to two years of experience working in a First Nation setting.
- Budgetary experience is necessary.
- Solid background in computers with specific knowledge of Microsoft Word and Excel.

Additional Requirements

- Must be a member in good standing with the College of Early Childhood Educators.
- Must have a reliable vehicle and valid Class “G” drivers license.
- Must have a current (within 6 months of date of hire) satisfactory result from a Criminal Record Check including a vulnerable sector check.
- Certification in First Aid and CPR level “C” or willingness to obtain by the end of the probationary period.
- Must provide up-to-date immunization records, or a letter stating exemption on grounds of religion, conscience or medical recommendation.
- Must have Safe Food Handler’s Certification

Assets

- Basic understanding of federal and provincial Legislation impacting on First Nations Government

Salary: Commensurate with MNCFN Salary Grid. Based on funding/need, this may evolve to a permanent position.

Please submit your cover letter, resume, proof of qualifications and three current references to:

The Mississaugas of the New Credit First Nation
Attention: Personnel Committee
2789 Mississauga Road
RR#6 Hagersville, ON
NOA 1H0

Applications will also be accepted by fax at 905-768-1225 or via email at the address listed below.

A detailed job description is available at the New Credit Admin Building or by email at HRAssistant@mncfn.ca
Miigwech to all who apply, only those candidates selected for an interview will be contacted.