

# MONTANA FIRST NATION EMPLOYMENT OPPORTUNITY

**Title: MISD – Early Childhood Development Level II**

**Department: Montana Integrated Human and Health Services Department**

**Closes: UNTIL A SUITABLE CANDIDATE IS FOUND**

Montana First Nation is seeking a highly motivated individual to work in the Montana Integrated Service Delivery (MISD) as the Early Childhood Development Level II. The MISD Early Childhood Development Level II will report directly to the Montana Early Learning Center Supervisor of MISD and has the overall responsibility to assist in the development and supervision of children between the ages of 1 to 6 years and to plan and administer the daily operations of the Early Learning Center with the commitment to quality childcare. The Early Childhood Development Level II must maintain a safe and healthy environment for the children and create a relaxing and welcoming atmosphere.

## Duties and Responsibilities:

1. Must learn, understand and implement the integrated service delivery model
2. Must actively engage in the supervision, safety, well-being and development of the children
3. Must interact with children in a safe and compassionate manner
4. Must implement creative activities to assist with child development
5. Must create a positive and nurturing environment for children
6. Must perform a variety of tasks, such as dressing, feeding, and overseeing activities
7. Must monitor and record the children's activities to assist in planning
8. Must complete developmental checklists
9. Must perform cleaning and sanitization duties such as cleaning/sanitizing toys, washing dishes, sweeping, mopping
10. Must be able to be on your feet and moving all day
11. Must attend workshops on a variety of topics
12. Must attend mandatory monthly staff meetings
13. Must build relationships with parents / guardians and communicate with them about their child's day
14. Must adhere to the Child Care Licensing Regulations at all times
15. Must assist in creating lesson plans based on the children's interests in addition to the in-house curriculum
16. Must communicate any concerns to the Montana Early Learning Center Supervisor
17. Must ensure the meals that are prepared are well balanced and follow the Canada Food Guide
18. Must submit monthly reports to the Montana Early Learning Center Supervisor
19. Must prepare and assist with submission with all appropriate reports to the Montana Early Learning Center Supervisor for reporting, in a timely and punctual manner, including:
  - a) Monthly progress reports
  - b) Operational plans and forecasts
  - c) Complete year end reports
  - d) Budget proposals
  - e) Prepare paylists for approval
  - f) Other reports and documentations that are required according to ISC Reporting Guidelines
20. Compliment Montana First Nation's cultural perspective by designing and providing programs with the understanding of Cree childcare
21. Any other duties as assigned by the Montana Early Learning Center Supervisor

## Qualifications and Requirements:

1. High School Diploma required
2. Successful completion of post-secondary education preferred
3. Successful completion of Early Childhood Development - Level II required
4. Experience working for a First Nation an asset
5. Must have valid First Aid and CPR training

Please send your **Cover Letter, Resume, Criminal Record Check, Child Welfare Check, Vulnerable Sector Check, Driver's Abstract**, and **3 Employment References** to:

HR Generalist – Montana First Nation  
PO Box 70, Maskwacis AB, T0C 1N0 Phone: 780-585-3744 ext.247 Fax: 780-585-3264  
Email: [ryanpotts@montanafirstnation.com](mailto:ryanpotts@montanafirstnation.com)

Montana First Nation thanks all interested applicants, but only those selected that meet the necessary criteria, will be contacted for an interview. Please provide all documents. The successful applicant will be required to submit a photocopy of Driver's License and all documents of proof of Education. Thank you!