



# KINEW CHILDCARE CENTRE

P.O. Box 309, Kenora, Ontario P9N 3X4  
Phone 807-548-1367 Fax 807-548-1656



<b>POSITION TITLE: RESOURCE CONSULTANT</b>	
<b>LOCATION:</b>	<b>ANISHINAABE OF WAUSHUZHK ONIGUM</b>
<b>REPORTS TO: DAYCARE SUPERVISOR</b>	

## SUMMARY

We are looking for a Resource Consultant to join our team of committed professionals—this full-time position within Anishinaabe of Wauzhushk Onigum's Kinew Childcare centre is located in the First Nation. Grounded in our teachings and love for our children allows for a deep connection between staff and children, and the ability to create a unique experience catered to children's interests and abilities, through play.

Under the supervision of the Daycare Supervisor of Kinew Childcare Centre, the successful candidate will have experience with and be comfortable working with children of all age groups (Infants- School Age). The Resource Consultant is responsible for the development and implementation of Individual Program Plans for children with unique developmental needs. As a Resource Consultant you will be scheduled to work full-time with an assigned shift daily, meaning you will never have to be on-call. If this sounds like your ideal workplace, this is the place for you.

## QUALIFICATIONS

- Ontario Early Childhood Education Diploma and Resource Teacher Certificate or equivalent and must be registered with the College of Early Childhood Educators
- Three Years experience in an early years or childcare program
- Up to date immunization record, including TB Skin test
- Excellent English language communication skills, both written and verbal
- Strong interpersonal skills with an emphasis on team building and demonstrated conflict resolution skills
- Cardiopulmonary Resuscitation (CPR) Certificate, First Aid Certificate
- Up to date immunization records
- Ability to protect the confidentiality of all information and communications (oral and written) about the association, staff, volunteers, and the children in our care and their families
- Knowledge of the Anishinaabe Tradition, values and language
- Current and satisfactory Police Record Check with Vulnerable Sector

## MAJOR RESPONSIBILITIES

- Ensure that all actions and activities meet the Child Care and Early Years Act (CCEYA) regulations and Ministry Guidelines Policies and Procedures Develop and implement Individual Program Plans for children with unique developmental needs. Ensuring all required documentation and written consent forms are completed
- Maintains open communication with parents through written correspondence



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- Maintain resource files for children on case load and ensure current information and reports are shared with program staff
- Update monthly resource statistics which includes number of informal and formal children
- Complete any necessary referrals
- Participate in any case conferences regarding children as required
- Provide resources necessary to support Individual Support Plan objectives ● Collaborate with staff to develop supportive programming based on observations made of children within the program
- Collaborate with families and partnering agencies to complete the transition to school documents for children entering school
- Advise the Supervisor of pertinent information concerning students and their families
- Advocate for the policies, procedures and philosophy of Anishinaabe of Wauzhushk Onigum and support our mission, vision, and values
- Maintain a healthy and safe environment that meets the requirements set forth by the Ministry of Education and Anishinaabe of Wauzhushk Onigum ● Model positive adult/child relationships
- Other duties as assigned by the Daycare Supervisor

## HOW TO APPLY

If you would like to work in a family-friendly environment, please apply by email at [HR@wonation.ca](mailto:HR@wonation.ca) to the attention of the Band Administrator.

Please ensure that your cover letter and resume specify the job title of the position you are applying for.

All applicants are thanked for their interest in this position. However, only those selected for an interview will be contacted. If contacted and you require a disability-related accommodation to participate in the recruitment process, you must advise the Band Administrator.

Successful candidates must submit a current and satisfactory Police Record with a Vulnerable Sector Check for review before starting employment.

Please note that candidates invited for an interview must submit three professional references.

**Deadline: Open Until Filled**