



# BRIDGE RIVER INDIAN BAND

P.O. BOX 190, LILLOOET, BC V0K 1V0 • PH: (250) 256-7423  
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## Job Posting

### HEADSTART/DAYCARE MANAGER

Reporting to the Health Manager, the Administrator will be responsible primarily for the overall Supervision of the Headstart/Daycare program. This includes and understanding to staff supervision and scheduling, ensuring all licensing, and reporting requirements are being met, and ensuring a quality land-based program is being offered to children and families.

#### DUTIES AND RESPONSIBILITIES

Under the direction of the Health Manager the Headstart/Daycare Supervisor is to carry out the following duties:

- Follow and understand licensing guidelines and program policies & procedures
- Supervise an activity program based on Xwisten (Bridge River) Head Start/Day Care that includes Aboriginal Headstart on Reserve, and Ministry of Children and Development Multi-Age Programing (Licensed), Land Based First Nation Programing. The Manager will create a welcoming work atmosphere, social interaction, a safe physical environment, an intellectual age-appropriate learning centers, stimulating creative activities, emotional growth for school readiness, and the Early Childhood Code of Ethics. Ensure confidentiality guidelines are followed as per the Bridge River Band Confidentiality Agreement.
- Ensure all six components of the Aboriginal Head Start Program are established and implemented in accordance with the Principles and Guidelines of the Aboriginal Head Start Program
- Must ensure their professional code of ethics is followed at all times.
- Ensure all funding and invoices are received in a timely matter from the Province of BC and parents.
- Must have ability to work with Finance Department to prepare an annual budget and ensure that all expenditures follow within budget.
- Prepare and submit all documents required for reporting to FNHA and other funding agencies.
- Prepare and submit all documents required to maintain the daycare license.

#### PROFESSIONAL LEVEL AND UNDERSTANDING OF THE FOLLOWING:

1. Encourage Parental/Guardian involvement and participation
2. Discuss written professional progress, or areas to work on, with ECE Team and parent/guardians.
3. Ensure all equipment and materials are in safe working order.
4. Ensure Continuous Supervision (or Alternate) at all times.
5. Guide staff to assist children in the development of proper eating, dressing and toileting.
6. The center must keep a "Daily Log of activities, visitors must sign in and out, citing and describing in detail all incidents of concern (e.g.: injuries to children, any questions or concerns).
7. Ensure positive working relationships and ensure community and family are informed through monthly newsletter and reports
8. Ensure duties and tasks are carried out by the staff:
  - a. Lead and facilitate children in daily activities which are age appropriate, safe, and healthy.
  - b. Make use of community resources relating to health, safety and general educational development.
  - c. Knowledge and understating of Ages and Stages Questionnaire as a guide and program delivery tool.
  - d. Attend meetings and workshops to develop and discuss new teaching methods.

#### MAINTAIN QUALIFICATIONS:

1. Early Childhood Education Certificate is valid
2. Valid First Aid Level 1 Certificate and Childcare First Aid.
3. Must be physically capable of carrying out all job duties and must report any injuries or changes in physical condition to Administrator immediately.
1. Must undergo a tuberculosis check within three months of start of employment.
2. Must complete and clear Ministry of Child & Family Criminal Record Check before start of employment as needed per licensing requirements.
3. Must have and maintain a valid Class 5 BC driver's license and reliable vehicle

Posting Closed Date: UNTIL FILLED

Please submit your cover letter with resume and contact for full job description to:

Gary Forsyth, Administrator  
Bridge River Indian Band  
Fax (250) 256- 7999