



Lac La Ronge Indian Band

EMPLOYMENT OPPORTUNITIES

OPEN COMPETITION

The Lac La Ronge Indian Band's Education, Training & Employment Department is now accepting applications for the following full time position based in La Ronge:

EARLY CHILDHOOD PROGRAM MANAGER

The suitable candidate will be able to perform the following duties:

- Ensure that Day Care/Headstart Programs are aligned with current practices
- Assist with the development and monitoring of the Daycare and Head Start budget;
- Plan, organize and oversee Daycare / Head Start Programs Curriculum;
- Ensure that the Daycare / Head Start Programs meets health and safety standards;
- Maintain positive public relations with clients; Work effectively with the Education team;
- Coordinate health promotion programs, community education events and planning individual and/or group workshops for families with children age 0 – 5 years for the centres;
- Coordinated in-home visiting with families who have children age 0 – 5 years;
- Ensure the LLRIB Personnel policy manual and the Parent Handbook policy is adhered to;
- Other duties as assigned by supervisor.

The suitable candidate will possess the following qualifications:

- Bachelor of Education;
- Five (5) years experience in Daycare / Head Start;
- Two (2) years supervisory experience;
- Strong working knowledge of child development theories and practices;
- Computer literacy, including effective working skills of MS Word, Excel and e-mail;
- Must be mature, responsible, and punctual;
- Capacity to demonstrate a caring attitude;
- Must be patient, caring, loving, compassionate, and enjoy working with children;
- First Aid, CPR and Food Handler's certification an asset;
- Excellent verbal, written communication and public relations skills
- Ability to maintain confidentiality;
- Criminal Record/Vulnerable Sector Check and Driver's Abstract is required upon hire;
- Must have a valid Driver's License.

Posted: June 18, 2019

Deadline for applications:

July 2, 2019

Submit **cover letter** and **resume** including three (3) **professional references, including one from your current or most recent employer**, to the following (*In the cover letter, please indicate permission to contact references*):

Human Resource Office
Lac La Ronge Indian Band
Box 480
La Ronge, SK S0J 1L0

Phone: (306) 425-2183
Fax: (306) 425-2170
E-mail: hrinfo@llrib.ca

For more information call Josy Roske, Superintendent K- 12 at 306-425-4938

LLRIB thanks all interested applicants; however, only those chosen for an interview will be contacted. The successful candidate will be required to undergo a criminal record check and vulnerable sector screening. Please be advised applications received without the proper documentation may not be considered.

Telephone interviews will not be granted.