



## EMPLOYMENT OPPORTUNITY

Island Métis Family & Community Services Society ("IMFCSS") provides a variety of support programs to Métis children and families living in the greater Victoria area. The Island Métis Child Care Centre is an Indigenous Head Start that incorporates culturally relevant, Métis-specific programming including local Elders, Culture Keepers and community members with 41 new licensed child care spaces. Currently, IMFCSS is accepting employment applications for the following position.

### **Director of Early Years Programs & Facilities (Full-Time Position)**

#### **Minimum qualifications, ALL of which must be met in order to be considered for the position:**

- A Bachelor's degree in Early Childhood Education or related field.
- Knowledge, understanding, and training in the BC Human Rights Code, Occupational Health and Safety Act, and Conflict Management Skills.
- Knowledge and skills in human resource management, financial management, and risk management.
- Strong working knowledge of child development, childcare programming and child welfare related legislation (the Community Care Facilities Act and Child, Family and Community Services Act), BC Early Learning Framework, and policies related to child care in BC.
- Demonstrated effective leadership, supervisory, teamwork, interpersonal and communication skills, suitable for working with team members and young children.
- Working knowledge of case management principles and practices: file documentation, security, confidentiality, mandatory reporting controls, screening procedures.
- Knowledge in trauma-informed approaches, pedagogical narration, and Métis child welfare issues.
- Demonstrated ability to work collaboratively with diverse families and population including Elders, Métis community members and agencies, with a client/family-centered approach.
- Familiarity with community resources in the region, including other childcare programs.
- Excellent organizational, record-keeping and management skills.
- Proficiency in the use of computer software, including ability to create statistical reports in Microsoft Word and Microsoft Excel.
- Successful candidate will be subject to criminal record review, police record check and other reference checks.
- Must possess and maintain a valid class 5 driver's license and reliable transportation required.

#### **Experience:**

- Minimum 5 years' experience working in senior childcare management position, supervisor experience in a non-profit, including knowledge of techniques for typically developing children as well as children with diverse needs, preferably in an Indigenous organization.

#### **Benefits:**

- Vacation: Starting at 20 vacation days per year.
- Sick Leave: 12 sick days per year.
- Participation in a defined benefit pension plan with the Municipal Pension Plan.
- Medical Services Plan.
- Optional Extended Health & Dental benefits.
- Closed all statutory holidays.



## EMPLOYMENT OPPORTUNITY

**Location:**

- Island Metis Child Care Center located at 1581 Church Avenue, Victoria.

A complete Job Description can be provided upon request.

This position is excluded from union membership and includes benefits and pension upon successful completion of probationary period. Hourly rate is between \$40.00 - \$43.00. Normal schedule of work is 35 hours per week, performed Monday to Friday between the hours of 8:30 AM to 4:30 PM. Schedule to be set in collaboration with the Executive Director and based on program need.

In accordance with *Section 41 of the Human Rights Act*, preference may be given to persons of Métis ancestry. *This position is open to male, female and gender diverse applicants.*

Interested people are invited to submit a **cover letter** and **resume as a single document (PDF or Word file)**, clearly outlining how they meet **all** of the above qualifications for this position to:

**Paulina Galván**  
**Island Métis Family & Community Services Society**  
**345 Wale Road, Victoria, BC V9B 6X2**  
**Telephone: 250-391-9924**  
**Email: [paulinag@metis.ca](mailto:paulinag@metis.ca)**

This posting is open until the positions are filled.