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.

Child Care Manager
(Full-Time, Permanent position)

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

- An ECE Certification with post basic certification and/or Diploma an asset.
- License to practice from the B.C. Early Childhood Educator Registry, with Infant Toddler designation.
- Possess Food Safe Level 1 Certification or willing to obtain it.
- Possess Childcare First Aid Level C Certification or willing to obtain it.
- Strong working knowledge of child development, child care programming and child welfare related legislation (the Community Care Facilities Act, and Child, Family and Community Services Act), regulations, BC Early Learning Framework, and policies related to child care in BC.
- Working knowledge of case management principles and practices: file documentation, security, confidentiality, mandatory reporting controls, screening procedures, 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.
- Knowledge of budgeting, cost estimating and fiscal management principles and procedures.
- Familiarity with community resources in the region, including other child care programs.
- Demonstrated effective leadership, supervisory, teamwork, interpersonal and communication skills, suitable for working with team members and young children.
- Strong time management and organizational skills.
- In-depth computer knowledge and ability to use Microsoft office suite (Word, Excel, Outlook).
- Three written letters of reference from current or previous supervisors.
- Up to date immunization information.
- Successful candidate will be subject to a criminal record review, police record check and other reference checks.
- Must possess and maintain a valid class 5 driver's license and reliable vehicle required, and a current copy of driver's abstract must be provided.

Experience:

- Five (5) years recent related experience, managing a childcare facility or a combination of relevant experience.
- Knowledge of Métis and other Indigenous Cultural Practices and traditions an asset.
- Strong verbal communication skills.

- Strong team player.

Benefits:

- Vacation: 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.
- Professional development opportunities.
- Closed all statutory holidays.
- Accessible location.
- New, beautiful, natural centre.

Location:

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

This position is excluded from union membership and includes benefits and pension upon successful completion of probationary period. Hourly rate starts at $33.50 per hour and is entitled to the $6.00 an hour Early Childhood Educator – Wage Enhancement Equivalent.

Normal schedule of work is 35 hours per week, performed Monday through Friday, between the hours of 8:30 am to 4:30 pm, may include other hours based on program need. Schedule to be set in collaboration with the Executive Director.

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.*

Complete Job Description can be provided upon request.

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

This posting is open until the position is filled.