



Job Title: Registered Early Childhood Educator
Reports to: EarlyOn Manager
Employment Term: Full-time, Permanent
Work Hours: 40 hours/week
Work Location: 16 Spadina Road, Toronto

Native Canadian Centre of Toronto

The Native Canadian Centre of Toronto (NCCT) is a non-profit, charitable organization located in the heart of downtown Toronto. The NCCT offers a wide range of Indigenous programs and services based on Indigenous cultural traditions and teachings.

Mission: To empower the Indigenous community in Toronto by providing programs that support their spiritual, emotional, physical, and mental well-being.

Mandate: To nurture an inclusive environment where all people respect Indigenous knowledge.

Vision: The Native Canadian Centre of Toronto is dedicated to working with all of our relations toward a better future.

Values: Wisdom, Love, Respect, Bravery, Honesty, Humility, and Truth.

The Position

The Registered Early Childhood Educator plays a crucial role in shaping the development of the young minds in our care and is responsible for creating a safe, nurturing, and stimulating environment where children can learn and grow. This position will require a passion for early childhood education and an ability to connect with children on their level will be instrumental in fostering a positive and engaging atmosphere. The RECE will work alongside families and caregivers as well as a team of dedicated educators and support staff, collaborating to provide the highest quality care and education for the children in our care.

Duties and Responsibilities

- Meet with team and agency partners to develop a group teaching plan on a weekly or monthly basis;
- Outreach and liaise with Indigenous and Non-Indigenous Service providers;
- Model positive child guidance strategies;
- Engage parents and caregivers in their children's play and early learning development;
- Plan and/or implement a mobile language program geared to children and families' interests;
- Develop and encourage positive and secure relationships;
- Plan and facilitate parent/child education sessions;



- Compile pedagogical documentation to make learning visible to families;
- Support housekeeping responsibilities as required;
- Keep current of research and new developments in the profession of Early Childhood Education;
- Complete daily observations and maintain written records as required;
- Provide a physically safe and emotionally supportive environment that is inclusive of all children and families;
- Demonstrate knowledge of Indigenous ways of knowing and being as it relates to our community;
- Other related duties as may be assigned.

Qualifications:

- Early Childhood Education Diploma and registered with the College of Early Childhood Education.
- An ability to work with children of varying ages (0 months to 6 years old) and their families.
- A clear and current Vulnerable Sector Check.
- Immunizations and health assessment in compliance with the *Child Care and Early Years Act*.
- Standard First Aid & CPR C Certificate.
- Food Handlers Certificate.
- Driver's license or ability to meet the mobility requirements of the role through another means is an asset.
- Exceptional verbal and written communication skills
- Demonstrated leadership skills including the ability to contribute to the creation of positive team and workplace dynamics.
- Demonstrated empathy, approachability, and an understanding of others.
- Successful community experience working with both Indigenous and diverse populations.
- Experience working within an Indigenous organization or with the Aboriginal community is an asset.
- Demonstrated ability to earn and maintain trust and show discretion at all times.
- Knowledge and ability to work with standard operating programs (i.e, word, excel).
- Ability to write and communicate clearly and effectively.
- Well organized and able to streamline, prioritize, and manage multiple tasks effectively.

Knowledge/Skills/Abilities:

- Working in a manner that preserves confidentiality and seeks to minimize risk;
- Experience working within an Indigenous organization or with the Aboriginal community an asset;
- Knowledge of Indigenous Languages and Culture represented in NCCT community;
- Ensures the NCCT response is consistent with current local, provincial, and federal health guidelines and orders;



NCCT
NATIVE CANADIAN CENTRE OF TORONTO

16 Spadina Road, Toronto, Ontario, M5R 2S7

416.964.9087

416.964.2111

<http://ncct.on.ca>

- Must be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations;
- Contributing to the centre's activities to collect, analyze, and report on data and relevant information, and participate in research;

The successful candidate is expected to contribute positively to the implementation of the NCCT's vision and mission, operate in a collaborative team setting and maintain high and professional productivity levels and quality of service.

This is a full-time position. Salary is commensurate with qualifications and experience. Although preference will be given to Indigenous applicants (First Nations, Metis and Inuit), all qualified candidates are encouraged to apply.

We thank all applicants for their interest however only those candidates selected for interviews will be contacted.

If this position interests you, and you meet all of the above requirements, please submit your resume and a cover letter: <https://pesceandassociates.talentnest.com/en/posting/176557/location/215755>

The Native Canadian Centre of Toronto is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR Consultants at nstaffen@pesceassociates.com or lvandenberg@pesceassociates.com of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.