



**Ontario Aboriginal Head Start Association
Centre of Excellence
Job Posting**

DEADLINE TO APPLY: Friday, May 18, 2018 by 12 PM

Title: Provincial Manager
Reports to: Board of Directors
Term: Full-time
Hours: 35 hours per week, flexibility required
Location: Based in Hamilton, Ontario

The Ontario Aboriginal Head Start Association (OAHTSA) is comprised of Indigenous Child Care and Early Years Partners who deliver off-reserve Aboriginal Head Start in Urban and Northern Communities, Licensed Child Care and Early ON Child and Family Centre programming across Ontario. The Provincial collective focuses on Early Childhood Development for Indigenous children and represents a diverse network of Indigenous service providers who deliver early years and child care programming.

The Provincial Manager will be responsible for overall management and leadership of the centre, coordination of the 6 regional community educators and the Inuit stream community educator.

Responsibilities

- Develop work plans (overall and regional) that align with the deliverables of the service contract with the Ministry of Education.
- Overall supervision, management and support of the seven community educators working in different regions across the province and the administrative assistant
- Orientation, on-boarding and training of all Centre of Excellence staff
- Collaborate with the Centre of Excellence for aligning approach and working collaboratively to engage service providers
- Develop relationships across local regions with Early Years service providers, academic institutions and other relevant professionals
- Participate on the Provincial Secretariat
- Liaise with the two other Provincial Centres of Excellence (mainstream and Francophone)
- Coordinate the delivery of a number of high-quality workshops in response to needs identified by the community educators and utilizing some of the curriculum material
- Research and prepare all Requests for Proposals (RFP).
- Maintain the working relationship with Kenjgewin Teg Educational Institute KTEI

Specific Job Competencies

- Strongly demonstrated ability to manage key relationships.
- Demonstrated experience in human resources management including progressive discipline

- Knowledge of *How Does Learning Happen, Ontario's Pedagogy to the Early Years*
- Knowledge of Indigenous pedagogy
- Able to identify key issues; creatively and strategically overcome internal and external challenges or obstacles.
- Must possess a thorough knowledge and understanding of historical trauma and intergenerational trauma of Indigenous peoples.
- An understanding or willingness to learn local Indigenous protocols
- A clear and solid understanding of the issues faced by the urban Indigenous community.
- Must maintain a high level of self-awareness and wellness and participate in regular self-care.
- Able to use a wide range of administrative software including MS Office (Word, Excel, PowerPoint).

Working Conditions

- Will work primarily in an office setting but must be able to travel to attend relevant meetings and/or events
- Ability to attend and conduct presentations.
- Manual dexterity required to use desktop computer and peripherals.
- Local travel regularly required
- Extended travel will be required.
- Occasionally required to work evening and weekend hours.

Qualifications

- Post secondary education in a related discipline
- Demonstrated work experience relevant to this position
- Minimum of three years supervision and management experience
- Must possess a valid Drivers License and have access to a reliable vehicle
- Must have a clear Vulnerable Sector Screen.
- Valid First Aid/CPR certification are an asset
- Knowledge of the importance of First Nations, Metis and Inuit Language and Culture Traditions
- Preference will be given to applicants who self-identify as First Nations, Inuit or Metis.

Qualified applicants should apply by forwarding a resume, cover letter and two professional references to:

Niwasa Kendaaswin Teg
 1869 Main Street East
 Hamilton, ON L8H 1B3
 Fax: 905-549-7337
office@niwasa.ca

Attn: OAHSA Centre of Excellence

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