

## JOB DESCRIPTION

### Early Years Manager

#### Early Years Department

**SUMMARY:** The Early Years Manager is responsible for the coordination of Integrated Rehabilitation Services for children, youth, and their families. The Early Years Manager provides the Director of Early Years with technical assistance and support in the development and implementation of strategies in partnership with NAN First Nations, Tribal Councils, and service organizations. The Early Years Manager is an integral member of the Nishnawbe Aski Nation management team and is expected to represent the organization in a professional manner.

#### DUTIES:

- To provide supervision, training, and mentorship of department staff members.
- To support the Director of Early Years with the implementation of related resolutions and mandates by the Chiefs of Nishnawbe Aski Nation
- To implement and monitor progress of workplans to achieve strategic goals and priorities as mandated by resolutions.
- To effectively delegate tasks and responsibilities to staff members.
- To represent Nishnawbe Aski Nation on technical committees as requested and approved.
- To liaison and provide technical functions to the Regional Network and sub-committees.
- To provide support and advocacy to Nishnawbe Aski Nation First Nations members, communities and families when requested.
- To organize and facilitate meetings, training events and workshops.
- To provide regular activity and financial reports to the Director of Early Years.
- To draft correspondence, internal documents and briefing notes under the direction of the Director of Early Years.
- To develop communication and information materials to inform NAN members and leadership on progress of work.
- To monitor and report to the Director of Early Years on emerging issues, changes in government policies, mandates and legislation and seek opportunities to further the work.
- To coordinate dissemination of information requiring attention and action to the Director, management, and staff members
- To work collaboratively with other NAN departments.

## **OTHER JOB REQUIREMENTS:**

- Require current driver's license.

## **COMPETENCIES AND QUALIFICATION:**

### **Candidate must possess the following skills and attributes:**

**Education:** Bachelor's Degree in social work or Business Administration, Associate Degree in Early Childhood Education

### **Experience:**

- 5+ years work experience in Management position or leadership experience in early years field
- Experience in leading a team.
- Proven time management skills and problem-solving capabilities.
- Experience in written and verbal communication skills and ability to deliver presentations.
- Advanced skills in strategic planning abilities and decision-making skills.
- Creating team orientated environment.
- Developing and maintaining collaborative partnerships.

### **Knowledge:**

- Demonstrated knowledge and direct experience working with First Nation communities.
- Child development values and practices from First Nations lens
- Experience working directly with neurodiverse children and youth and in-depth knowledge of services and resources in the North.
- Ability to speak Ojibwe, Oji-Cree or Cree

### **Working Conditions:**

- Expectation to travel to remote First Nations

## **ACCOUNTABILITY:**

The Early Years Manager is accountable to the Director of Early Years department for day-to-day operations and to the Chief Administrative Officer for overall performance.

**LOCATION OF WORK:**

**Thunder Bay ON**

**PORTFOLIO:**

**Early Years**

**CREATED /LAST UPDATED:**

**March 3, 2023**