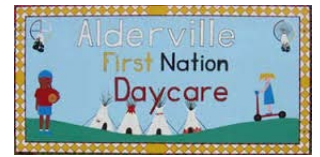




EMPLOYMENT OPPORTUNITY

ALDERVILLE DAYCARE

PERMANENT FULLTIME POSITION – 35 hours/week



EARLY CHILDCARE EDUCATOR ASSISTANT

JOB SCOPE: The Alderville First Nation Daycare is presently looking for a reliable and energetic individual with qualifications and experience for a position as an **Early Childcare Educator Assistant** responsible for assisting the RECE in providing educational programming and other learning activities for the children and assists them with their personal needs.

Duties & Responsibilities:

Under the direct supervision of the Childcare Supervisor, candidates for this position should expect to perform the following duties, but not limited to:

Key activities

- Provides in and out of day care educational programs and learning activities for children
- Helps children with their personal needs
- Performs classroom related domestic tasks

Educational

- Assists with supervising children in a one on one or group basis
- Assists with assessment of child's progress
- Assists with the daily operation of the Child Care facility

Personal Care

- Assists children in learning and appreciating their personal care needs; assists children with personal hygiene, medical and behavioural needs
- Assists with toy/equipment disinfecting
- Assists with maintaining an organized and clutter-free play environments and storage areas

Related and other duties:

- Participates fully and consistently as a conscientious team member in caring for the children and in the overall operation of the program and centre
- Maintains regular and open communication with program team members and all other co-workers
- Participates in ongoing professional development and attends/maintains all mandatory training

Minimum Qualifications:

- Early Childhood Education Diploma/Degree and registered with the College of ECE's an asset (or working towards)
- Exhibits a high degree of initiative and self-direction
- Excellent communication and interpersonal skills; demonstrated ability to work in a group setting
- Knowledge of Native Culture and First Nation communities an asset;
- Must have Valid Certification in C.P.R. & First Aid or willing to obtain;
- Updated Immunization records
- Must have excellent public relation skills;
- A valid Class G driver's license and reliable transportation an asset;
- Current Criminal Reference Check and Vulnerable Sector Search required (if position is offered).

Salary: Alderville First Nation Salary Grid will apply – targeted start rate is \$16.15 - \$17.00 per hour.

Deadline to Apply: July 5th, 2018 at 4:30 p.m. (Late applications not accepted)

How to apply: Applications must include a cover letter, resume and three work-related references and/or letters of reference.

Applications can be hand delivered to the reception area of the Alderville First Nation Administration Office or:

E-mail to: mlevesque@alderville.ca

Fax to: (905) 352-3242

Mail to: Alderville First Nation

11696 Second Line Road, Roseneath, Ontario K0K 2X0

Attention: HR Manager, Melissa Levesque

RE: *ECE Assistant*

For full job description, contact Nancy Andrus at (905) 352-1065 or Melissa Levesque at (289) 435-2008. We thank all who apply however only those selected for an interview will be contacted.

Chief and Council retain the right to make the final decision on the selection of the successful candidate.