



Mississaugas of the New Credit Employment & Training
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Mississaugas of the New Credit First Nation **Summer Student Job Description**

Position Title: Senior Child Care Assistant and Admin Support

Position Purpose

To provide assistance to the Ekwaamjigenang Children's Centre (ECC).

1. Accountability

Under the direction of the Supervisor of the ECC, the Senior Child Care Assistant and Admin Support will assist in the supervision of children by ensuring the safety and well-being of children and assisting with the delivery of curriculum on a daily basis.

2. Detailed Responsibilities and Expected Results:

- To follow and adhere to the policies and procedures of the MNCFN;
 - To adhere to child care licensing standards as established and enforced by the Child Care Early Years Act
 - To work effectively in a teamwork environment providing support of all fellow staff at the ECC in an effort to embrace the "philosophy of the Centre".
 - Interaction with and supervision of child participants while adhering to all policies and procedures set by the MNCFN;
 - Equipment maintenance and sterilization of equipment as assigned;
 - Written reports (daily logs, accidents, injuries or illness) to be completed on a daily basis;
 - Releasing children to authorized persons (adhering to this critical policy);
 - With direction from supervisor of ECC the assistant shall prepare for all activities and assist with the delivery of social, creative, physical and out-trips planned by the ECC full-time staff;
 - Assist with providing a positive, healthy routine oriented environment for child participants;
 - Honour and respect the role that the parent and/or caregiver provide in the life of the child(ren) and develop a rapport based on a philosophy of 'partnership'.
- I. The efficient, responsible and accountable use of resources entrusted for the delivery of services and programming within the community by:**
- Always maintain most efficient use of resources
 - Maintain strictest confidentiality
- II. Assists to ensure all the routines required by ECC are completed in accordance with organizational policies and procedures by:**
- Practicing, promoting and enforcing Health & Safety standards in all aspects of work
 - Practicing and promoting an effective team work approach with all level of the organization
 - Providing open and comprehensive communications with all staff on a "need to know basis" while still maintaining confidentiality
- III. Other Duties**
- Perform other duties as assigned by the Ekwaamjigenang Children's Centre Supervisor



3. Qualifications

I. Education and Experience

- Currently enrolled in a post-secondary program in Early Childhood Education, Bachelor of Education, Child & Youth Worker or other related fields
- Must have some experience with young children 0 to 5 years old.

II. Knowledge

- Knowledge of the Ekwaamjigenang Children's Centre's philosophy
- Child care licensing standards as established and enforced by the Child Care Early Years Act an definite asset

III. Skills/Abilities

- Attention to detail
- strong time management skills
- Ability to follow directions
- Supervisory Skills
- Effective listening and complaint handling skills
- Resourceful, Energetic, Creative Dependable, Responsible
- Punctual, dependable and flexible
- Strong communication skills

4. Assets

- First Aid CPR AED is a definite asset.

5. Mandatory Requirements

- Must have attended **Full-Time** school in 2016-2017 and Returning to school in 2017-2018
- Aged 18 (Eighteen) to 30 (Thirty)
- Must be Mississaugas of the New Credit First Nation Band Members.(funding requirement)
- **The successful candidate will be required to have Current Criminal Records Check including vulnerable sector check, Health Assessment and TB test. Forms will be available from Ekwaamjigenang Children's Centre (these costs will be reimbursed by Employment & Training for MNCFN members)**

6. Compensation

- Post Secondary Student set wage of \$14.00/hour
- Start Date June 12, 2017 for 12 weeks (37.5 hrs/week)

7. Deadline

- Completed Employment & Training Intake Package, with resume and cover letter(s) due to Employment & training office by Thursday June 1 4:30 pm