



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

Position Title: Senior Child Care Assistant
Position Purpose: To provide assistance to the Ekwaamjigenang Children's Centre.

1. Accountability

Under the direction of the Assistant Supervisor of the Ekwaamjigenang Children's Centre (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 as well as provide administrative support

2. Detailed Responsibilities and Expected Results:

- To follow and adhere to the policies and procedures of the MCFN;
- 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 MCFN;
- 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 person's (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'.

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

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

Other Duties

- Perform other duties as assigned by the Ekwaamjigenang Children's Centre Supervisor
- During periods of emergency in the community, perform duties as assigned in accordance with the Community Emergency Response Plan



3. Qualifications

Education and Experience

- Currently interested in career stream such as Early Childhood Education, Bachelor of Education, Child & Youth Worker or other related fields
- Aged 18 (Eighteen) to 30 (Thirty)
- Must have some experience with young children 0 to 5 years old.

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

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
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4. Assets

- Knowledge of the history, culture and /or language of the Mississaugas of New Credit First Nation is a definite asset.
 - Availability for duration of summer and flexible working hours
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5. Mandatory Requirements

- Aged 18 (Eighteen) to 30 (Thirty)
 - Must be Mississaugas of the Credit First Nation Band Members.(funding requirement)
 - Current Safe Food Handler's Certification (or willing to complete)
 - Current Standard First Aid Level C with Infant/Child CPR and AED training. (or willing to complete)
 - **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)**
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6. Compensation

- TBD Pending funding (minimum \$14/hour)
 - **Start date:** TBD pending funding
 - Duration: To be determined by Funding Received
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7. Deadline

- Completed Employment & Training Intake Package, with resume and cover letter(s) **due to Employment & Training office by May 3rd, 2019**