

Mississaugas of the Credit First Nation Summer Student Job Description

Position Title: ECC Office Assistant

Position Purpose

To provide administrative assistance to the Ekwaamjigenang Children's Centre (ECC) office and frontline staff.

Accountability

Under the direction of the Supervisor of the ECC, the Office Assistant will provide administrative support for the Supervisor, Assistant Supervisor, RECE's, Ojibwe Language Instructor and Cook.

1. 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".
- 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'.

2. 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

3. 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

4. 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

Qualifications

Education and Experience

- Currently enrolled in a post-secondary program in Early Childhood Education, Bachelor of Education. Business administration or other related fields

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

Skills/Abilities

- Attention to detail
- Strong time management skills
- Ability to follow directions
- Effective listening and complaint handling skills
- Resourceful, energetic, creative, responsible
- Punctual, dependable and flexible
- Strong communication skills

Mandatory Requirements

- Must have attended **Full-Time** school in 2018-2019 and returning to full time school in 2019-2020
- Aged 18 (Eighteen) to 30 (Thirty)
- Must be Mississaugas of the Credit First Nation Band Members.(funding requirement)
- Standard First Aid Level C with Infant/Child CPR and AED training.
- Valid Safe Food Handlers Certification
- **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)**

Compensation

- Wage to be determined pending funding minimum of \$ 14.00/hour

Start Date: To be determined pending funding

Completed Employment & Training Intake Package, with resume and cover letter(s) **due to Employment and Training office by Friday June 7th, 2019**