



The MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for the full-time, permanent position of
Program Support Person
Closing Date: October 14, 2021 at 12:00 PM

The EarlyON Program Support Person will be responsible for assisting the EarlyON Facilitator with the set-up, delivery and clean-up of the Child and Parent Programs. The EarlyON Program Support Person will be responsible for assisting the EarlyON Coordinator with office duties required for the effective operation of the program.

Educational Qualifications/Minimum Requirements

- Minimum 18 years of age with a minimum of Grade 12 Education
- Valid Class "G" Driver's License

Other Requirements upon Hire

- Must have a current (within 6 months) satisfactory result from a Criminal Record Check including a vulnerable sector check or proof of submission for CRC VS
- Must provide up-to-date immunization records, or a letter stating exemption on grounds of religion, conscience or medical recommendation.
- Certification in First Aid and CPR or willingness to obtain at the first available course offering
- Must obtain a Safe Food Handlers Certificate.

Knowledge

- Knowledge of Anishinaabe culture and Anishinaabemowin
- Excellent Computer Skills, with specific knowledge of Microsoft Word, Excel and PowerPoint
- Understanding of the Child and Family Services Act specifically regarding Duty to Report Child Abuse

Skills/Abilities

- Must have an ability to work with a variety of other professionals in the field, community partners and the MCFN EarlyON and ECC team members.
- Must be willing to work flexible hours and occasional weekends as needed.
- A willingness to travel for Professional Development opportunities.
- Excellent written and oral communication skills.
- Excellent interpersonal skills.
- Excellent organizational skills.
- Reliable, independent and self-motivated.
- Flexible in receiving assignments or adapting to innovations in the program
- Ability to work with minimal supervision

Assets

- Research abilities

Salary: \$29,281.50-\$40,297.50

Please submit your cover letter and resume to:

The Mississaugas of the Credit First Nation
Attention: Personnel Committee
2789 Mississauga Road
Hagersville, ON
N0A 1H0

Applications will also be accepted by fax at 905-768-1225 or via email at the address listed below.

A detailed job description is available at the Administration Building or by email at stephanie.laforme@mncfn.ca

Miigwech to all who apply, only those candidates selected for an interview will be contacted.