



Posted: **March 13, 2026**
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted for the following **Full-Time contract** (*maternity leave*) position:

Assistant to Early Childhood Educator Oshkiigmong Early Learning Centre Buildings

The purposes of this position are educational programs and other learning activities for the policies and procedures established by the Executive Director and as directed by the Manager of the Oshkiigmong Early Learning Centre. This position will also provide in-day care and out-of-day care educational programs and learning activities for children and will help the children with their personal care needs, to do classroom-related domestic responsibilities and to assist the Early Childhood Educator.

The duties and responsibilities of this position are categorized into three main functions:

1. Educational

- Responsible for assisting in-day care and out-of-day care learning activities for children;
- Responsible for assisting in supervising children on a one-on-one and group basis;
- Responsible for assisting in assessment of child progress;
- Responsible for helping in the operation of Curve Lake First Nation Child care facilities

2. Personal Care

- Responsible for helping children in learning and appreciating their personal care needs;
- Responsible for helping children in learning and appreciating their personal care needs including, but not limited to toilet, personal hygiene, medical, and behavioral needs.

3. Other

- Performs such other related duties as may reasonably be required by the Program Supervisor or the Manager of the OELC.

QUALIFICATIONS: (APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)

Education & Experience:

The incumbent to this position will meet the minimum requirements that include:

- Ontario Secondary School Graduation or minimum of two years related working with children
- Current First Aid and CPR Certification, *must include with application*

Government Service Building
22 Winookeeda Road
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

In addition to the basic education and experience requirements of the position, it is beneficial if the incumbent possess the following for their position:

- Strong appreciation of, and empathy with, the needs of children
- Sensitivity to Native issues
- Exhibits a high degree of initiative and self-direction;
- Good oral and written communication skills;
- Good organizational skills
- Patience, dedication, energy, enthusiasm and caring
- Ability to report non-routine situations to Supervisor
- Ability to Maintain confidentiality of all information related to children, parents and staff
- Ability to carry/lift children and carry/lift/move moderately heavy items
- Willingness to work in conditions involving exposure to bodily fluids, infectious diseases, high noise levels and occasional inclement weather

TERMS OF EMPLOYMENT:

This is a **Full Time contract** position beginning April 7th, 2026 until April 7th, 2027. Annual range for this position is **\$41,504 - \$44,271** based on a 39.5 work week.

APPLICATION:

Application forms and position descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if currently employed with Curve Lake First Nation, references from most recent Supervisor / Manager will be required). Please submit application package to the Government Services Building Receptionist to the attention of:

Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708
Recruitment@curvelake.ca

Deadline for Applications: Friday March 27th at 12:00pm Noon

Please ensure application date is stamped by the Curve Lake Government Services Building Receptionist, if applying in person. While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview.

While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicants (s. 16(1) CHRA), and Level III: Any Applicants.

The successful candidate must provide an acceptable Canadian Police Information Check (CPIC) with Police Vulnerable Sector Check (PVSC) prior to commencing work.