



Siksika Family Services Corporation
SIKSIKA EAST & WEST DAY CARE
Child Development Assistant (2) (Level 1) - PFT
Closing Date – Open till suitable candidate found



GENERAL STATEMENT OF POSITION:

This position is considered entry-level responsible to help provide a safe, caring and developmentally appropriate early learning environment for children between the ages of four (4) months and six (6) years. They will assist other childcare workers and help to maintain the standard of exceptional quality care that contributes to the Day Care's overall success. Level 1 Child Care Development Assistant will fulfill general housekeeping duties.

LOCATION: Siksika East and West Daycares

SUPERVISION RECEIVED: Supervisor – East and West Daycare Supervisor/Daycare Director.

DUTIES & RESPONSIBILITIES:

- Ensure safety and welfare of each child.
- Maintain a developmentally appropriate learning environment for children 6 months to 6 years.
- Perform and be responsible for housekeeping tasks and all duties outlined in the daily shift/schedule requirements for the daycare room.
- Maintain close communication with the staff on the development and progress of each child.
- Always ensure the safety and maintenance of the equipment and toys are met.
- General knowledge of cleaning/sanitizing techniques, cleaning solutions and equipment.
- Ensure appropriate facility cleanliness at all time.
- Attend and participate in all staff meetings, recommended training programs and conferences.
- Maybe required to stay after hours for shift coverage and job-related meetings.

KNOWLEDGE/ SKILLS/ABILITIES:

- Interest in early childhood development stages and current childcare practices, including traditional teachings and protocols.
- Possess knowledge of Indigenous or Siksika Culture, language and history.
- Ability to speak Blackfoot fluently is an asset.
- Possess compassion and humor to be able to acquaint with children and their interests in a stressful environment.

EDUCATION AND EXPERIENCE:

- High School Diploma or GED equivalency and be of at least 18 years of age.
- Must have a minimum of Level One Child Development Certificate with 6 months related childcare experience.
- Must possess a valid First Aide and Child and Infant CPR
- Must have Clean Crim Check and Child Intervention Check.
- Valid Alberta Class 5 Driver's Licence and Clear drivers abstract dated within the last 6 month of application date.

Resumes should be emailed to family serviceshrm@siksikafamilyservices.com before 11:00 p.m. on posting close. **PLEASE QUOTE** Competition # 054-2022 on cover letter.

IMPORTANT: All applications must include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check
3. Copy of Drivers Abstract and Drivers License.

The Siksika Family Services (SFS) COVID 19 Vaccination Policy requires all employees to be fully vaccinated. The successful candidate must be fully vaccinated and provide SFS Human Resources with proof of vaccination. The Siksika Family Services will provide reasonable accommodation, if the successful candidate cannot be vaccinated due to grounds protected by human rights legislation

*Please Note: SFSC thanks all applicants and wishes to advise that only **complete** applications will be considered and only those candidates selected for an interview will be contacted.*