



Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

INTERNAL-EXTERNAL JOB POSTING

Job Title:	Child Care Assistant	Posting #:	11-2023
Department:	Health & Community Services	Grade:	G1-L1
Location:	On Reserve	FTE:	1.0
Supervisor:	Deh Zona Family Centre Manager	Starting Rate:	\$17.65 /hr.
Key Areas:	Nutrition Planning & Preparation, Child Care	First Posted:	2023-03-08
		Closes:	When Filled

Job Scope

Under the direction and supervision of the Deh Zona Family Centre Manager, the Child Care Assistant holds a Responsible Adult certificate and models behaviour and language that supports early learning and development. This employee is also responsible for providing nutrition services, daycare room support, and related programs supports, and for placing safety objectives at the forefront of all quality child care and nutrition services. The Child Care Assistant promotes traditional practices that support knowledge integration into nutrition learning and child caring. Food preparation responsibilities include maintaining a food safe environment, planning and preparing menus, grocery shopping, and preparing meals and snacks, and communicating with staff and parents/guardians about the daycare menu that is designed for high nutritional value, food exploration, and positive impact on children’s experiences with food groups. The employee will also assist day care staff with child guiding and caring, and the implementation of developmentally appropriate activities, designed by: Early Childhood Educators, the Aboriginal Infant Development Program (AIDP) Worker, and the Head Start Educator. This employee will address problems and challenges with qualified staff, and other troubleshooting references will include written policies, procedures and guidelines, as well as schedules, day logs and check lists, and equipment manuals and reference books. Other related duties as required.

Candidate Profile

The Child Care Assistant has a good level of energy and physically fitness to perform the work, and is a dependable individual with a child-centered manner, and has a high level of energy, physical fitness, alert, attention to details, and enjoys working with children in a structured team environment to support child development. The Child Care Assistant is able to work independently, and contribute to a team, in completing daily work tasks and contributing to the success of the Dehzona Family Centre

Minimum Requirements

- Mature individual minimum 19 years old, and able to read and write standard words.
- Valid Responsible Adult Certificate and Valid Food Safe Level 1 Certificate
- Medical note stating fitness to work in a child care setting
- Compliance with BC Immunization program - TB testing as required by health/licencing agency
- Covid-19 Vaccines
- Emergency or Standard First Aid with Child CPR (renew every 3 years)
- Acceptable Criminal Record Review Program assessment (renew every 5 years); or willingness to obtain
- Valid Class 5 Driver’s Licence, Driver’s Abstract, and agreement to operate fleet vehicles
- One year or less experience working in a kitchen preparing meals
- The ability to complete duties in a safe manner, following established safety rules
- Good organizational, time management, and prioritizing skills
- Good communication, and writing/documentation skills
- Strong morals and ethics, along with a commitment to child/family privacy.
- Ability to provide own transportation to and from work.

Additional Information

The following training/certificates and additional assets are preferred, but the Employer may provide training to a successful candidate:

- Standard First Aid with Child CPR
- WHMIS, Food Safe Level 1

Work Conditions

Monday to Friday, between 8 a.m. to 5 p.m. the employee will be scheduled for 7 hours of work.



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Application Instructions

Closes: When Filled. **Remuneration:** Rate offered to the successful incumbent is pending certification(s), skills, experiences, knowledge; rate posted is starting rate for entry level worker with no previous skills. *Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to: recruitment@fnation.ca

We thank all individuals for applying, but only those applicants clearly demonstrating meeting all of the requested minimum requirements will receive a reply. * Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.