

OPPORTUNITIES

The following positions are available within
Ermineskin Cree Nation
Updated: **July 20, 2018**

# of Positions with Department:	Closing Date:	Description, Requirements and Qualifications:
<p>One Level Two (2) Early Child Development worker with the Ermineskin Daycare department</p>	<p>August 3, 2018</p>	<p>The Child Development Assistant's main responsibility is the well-being and safety for daycare children assigned under his/her care. He/she is required to faithfully fulfill the implementation of the program, services and policies of the Ermineskin daycare. As a representative of Ermineskin Daycare the incumbent must demonstrate kindness, patience and respect toward all community members in general and particular towards those who are obtaining services from the daycare. This person must strictly adhere to the code of ethics established by the Ermineskin Daycare center and take an oath of confidentiality. The worker shall at all times be governed by the employment policy and professionally prepared as a daycare worker of young children obtaining level 1,2,3 of Early Childhood Development education and First-aid in childcare; able to meet the requirements of the licensing agency. This person must be a Cree speaker and should not have any criminal convictions.</p> <p>HOURS OF WORK: Monday to Friday excluding every second Friday for seventy-two (72) hours bi-weekly. Rotating shifts of 7:45a.m. – 4:15p.m, 8:00a.m. – 4:30.m. , 8:30 a.m. – 5:00 p.m.</p> <p>DUTIES AND RESPONSIBILITIES: The duties of the Child Development Worker include the following:</p> <ul style="list-style-type: none"> ➤ Assist in the administration of daycare policies, guidelines and procedures. ➤ Assist in the preparation of the calculation of children's hours. ➤ Meet with parents and guardians and discuss children's progress or incident and accident reports. ➤ Perform other duties that maybe assigned by the program coordinator and manager. ➤ Care for and supervise the well-being of the children at all times. ➤ Train level 1 co-workers, if they should be experiencing difficulties within children and program planning. ➤ Weekly <ul style="list-style-type: none"> i) Prepare children's attendance sheets. ii) Prepare primary staff attendance sheets on a daily basis. iii) Prepare bi-weekly schedule of activities that meet the needs of the children. ➤ Monthly <ul style="list-style-type: none"> i) Prepare children's progress forms. ii) Submit a newsletter on past activities to keep parents informed. ➤ Yearly <ul style="list-style-type: none"> i) Have a yearly medical. ➤ Direct the activities and create a classroom atmosphere in which the children can grow according to their own needs and capabilities at each stage of growth. ➤ Support the child in face of conflicts, failures, obstacles and disappointments and help him/her achieve new skills that enable him/her to cope better with similar situations. ➤ Use his/her skills to set limits to his/her strides in growth. ➤ Talk to children to enhance language development at their level of understanding. ➤ Understand that a young child's behavior is his way of telling her how he feels and watch his/her behavior closely on how to help and guide the child. ➤ Use non-punitive (punishment) methods of dealing with out of bounds behavior always be aware the goal is to develop self-discipline not submission. ➤ Provide a variety of materials selected with the development characteristics of the young child. ➤ Arrange toys and materials and make space available for their use so that the child can benefit from them at their level to be made accessible, not to restrict from reaching them.

- Give the child free choices of selection of equipment. Observe his/her use of it, stand ready to help him/her and guide them towards new ways of using equipment for enriched achievements.
- Make the classroom a place where the child finds order but not regimentation, freedom but not license.
- Supervise fellow room staff members enforcing rules and regulations.
- Maintain a good relationship with children's parents.
- Help the child satisfy experience in his/her relationship with other children.
- Know the routines, as well as play activities, good learning experiences.
- Protect the child from dangers.
- Sobriety is a MUST
- No usage of cell phone, ipads and laptops in the rooms.
- Be aware of the child's physical condition at all times.
- Understand the importance of her role as an adult in the life of the child and use this role in reinforce his/her sense of security and belonging.
- Get to know the child's family and be familiar with his/her home situation.

SUPERVISING OF POSITION:

- **DIRECT** – report to the Coordinator and Manager all jobs and related activities, problems, success.
- **DIRECT** – room coworkers
- Children left in your care.
- Will do all progress reports for children in his/her group.
- Will report to the coordinator and manager of all incidents, illness, success or behavioral problems related to the children in her group.
- Will submit all reports requested by the manager.

BASIC ABILITIES NEEDED:

The Child Development Worker should have:

- A warm sympathetic, friendly, personality. He/she must really enjoy being with children, show it in his/her behavior and let children feel they can look to him/her for protection, help and sympathy.
- Self-confidence: the supervisor-Child Development must be able to give children the feeling that she knows what she is doing and for what reasons. His/her self-confidence helps children feel secure with him/her.
- Minimum grade 10 or equivalent
- Experience in working with children
- MUST HAVE MINIMUM ECD LEVEL 1
- Valid driver's license and reliable means of transportation.
- Ability to speak and understand Cree is an asset.

DEPENDABILITY AND STABILITY:

- Not only should the supervisor-Child Development understand her individual responsibility for safeguarding, protecting and teaching children, but he/she must be able to use good judgment in emergencies and her reactions to an unusual behavior by children or colleagues.

ABILITY TO ACCEPT SUPERVISION:

- The supervisor- Child Development must be able to learn new concepts and how and when to use what he/she has learned. She must be capable of accepting criticism undefensively and of continuing to experiment and willing to try new ideas without fear or failure.

GOOD HEALTH:

- The supervisor-Child Development must be in good physical and mental health, keeping up physical and active children required vigorous activity and sharing the care of a child and realize that he/she cannot fulfill own emotional needs by becoming a rival with parents for child's affection.

JOB ROUTINES DAILY:

- Provides children's daily programs schedule activities to create a balance between active and quite play.
- Reports all accidents or emergencies related to the program.
- Assist children in their daily routines.

MEALS AND SNACKS:

- Ensure that all staff members are sitting down to eat with and supervising children during meals.
- Good manners are essential; help is available with children who are experiencing difficulties.
- He/she does not force children to eat, but encourages them.

DIAPER CHANGE AND TOILET/HAND WASHING:

- The supervisor-Child Development accompanies children, as they may need help.
- He/she sets up a daily schedule for taking the children a few at a time.
- She makes sure children learn good habits.
- Ensure that co-workers are implementing the diapering and hand washing procedures at all times.
- She ensures that staff is encouraging children to hand washy at all times especially after washroom use.

SLEEPING OR RESTING/ QUIET TIME:

- Supervisor-Child Development makes resting time a normal and pleasant part of the routine.
- The supervisor-Child Development does not force the child to sleep but does not expect him/her to rest by rubbing his/her back or using other methods she may find effective to encourage quite time. I.e.) allow child to read quietly and sitting on the rest mat.

QUALIFICATIONS:

- Early Childhood Development Certificate level 2
- First Aid – up to date
- Criminal Record Check – up to date
- Child Welfare Check – up to date
- Minimum grade ten (10) or equivalent
- Experience in working with children
- Ability to speak and understand Cree is an asset.
- Valid driver's license and reliable means of transportation.

Please Submit Application/Resume, Criminal Record Check and Child Welfare Check.

*Applications and **actual job descriptions** may be picked up at the Personnel office located in the Ermineskin Tribal Administration office*

Incomplete Applications will automatically be screened out

FOR FURTHER INFORMATION CONTACT:

**Ermineskin Cree Nation
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Box 219
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