



Soda Creek Indian Band, 3405 Mountain House Road, WL BC, V2G-5L5

EMPLOYMENT OPPORTUNITY

Job Title: Temporary/On Call Head Start/Day Care Assistant

Job Summary: The Temporary /On Call Head Start/Day Care Assistant is an advocate for children and families in the community and is responsible for the planning, organizing and delivery of the program, including supervising program staff and facilities and encouraging parental involvement.

Education and Experience:

- Early Childhood Education Diploma/or Assistant Status
- Two to Three years related experience

Skills and Abilities

- Must have organizational and communication skills
- Ability to work with minimal supervision
- Ability to relate well to children and parents; work as part of a team and promote positive staff relations;
- Ability to self-regulate, meet deadlines, have and maintain an attention to detail;
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to the intermediate level (capable of using a large number of functions and feel confident using the program);
- Recognizes and respects all cultural diversity and have knowledge of Aboriginal history, language, traditions, and culture

Job Requirements:

- Must have and maintain a Class 5 Drivers License and preferably Class 4 as well.
- Must provide and maintain a clean Criminal Record
- First Aid and Infant and Child CPR certification
- Food Safe Level One

Type of Employment: Temporary/Casual, May 1, 2018-May 1, 2019

How to Apply:

For a complete job description and application package, please visit the Employment Section of the Soda Creek Band website at: www.xatsull.com

1. Please provide a cover letter with salary expectations and availability.
2. Complete Job Application Form.
3. Resume with Three work related job references.

Email your Application to:

Lynda Porter **Email:** headstart@xatsull.com

Mail your Application to: Fax to: 250 989-2300

Attention: Lynda Porter
Soda Creek First Nations
3405 Mountain House Road,
Williams Lake, BC V2G 5L5

Application Deadline: May 18th, 2018 by 4PM.

Applications will be accepted by email, hand delivery, fax or by mail.