



EMPLOYMENT OPPORTUNITY

Job Title: Head Start/ Day Care Assistant /Full Time

Job Summary: The Temporary Full-time 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 ECE Assistant Certificate

Skills and Abilities:

- 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;
- Special needs training for infants and toddlers is an asset
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 clean Criminal Record
- First Aid and Infant and Child CPR certification
- Food Safe Level One
- 35 hours per week

Salary: Wage range depending on experience.

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:

Sharon Little, Executive Assistant

Email: execasst@xatsull.com

Mail your Application to:

Fax to: 250 989-2300

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

Application Deadline: **September 24, 2019 by 4PM.**

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

NOTE** Applications received after 4:00 PM on September 24, 2019 will not be considered. Only those selected for an interview will be contacted.

Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.