

## JOB OPENING

# HEAD START / DAY CARE ASSISTANT



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

**Job Summary:** The 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

**Type of Employment:** 35 hours per week, subject to 90-day probation – full benefit package after completion of probationary period

**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:**

1. Please provide a cover letter with salary expectations and availability.
2. Resume
3. For a complete job description please request a copy from the Executive Assistant

**Email your Application to:**

Leasa Williamson, Executive Assistant

Mail your Application to:

Attention: Leasa Williamson

Soda Creek First Nations

3405 Mountain House Road,

Williams Lake, BC V2G 5L5

**Email:** [execasst@xatsull.com](mailto:execasst@xatsull.com)

**Fax to:** 250 989-2300

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

Please provide your cover letter and resume. Open until filled. Only candidates that are eligible for an interview will be contacted. To obtain a copy of a complete job description please request one from the Executive Assistant. Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.