

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

Posted: April 28th, 2022
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted for the following **Permanent Full-Time** position:

ENHANCED STAFF

The purposes of this position are:

- To provide in and out of Day Care education programs and learning activities for children with special needs.
- To help the children with their personal care needs.
- To perform classroom related domestic responsibilities
- Responsible to provide a clean, caring, safe and educational program for young children with developmental delays and their families in a group setting

Duties:

The duties and responsibilities of this position are categorized into three main functions:

1. Educational
 - Responsible for assisting in and out of Day Care learning activities for children with special needs
 - Responsible for assisting in supervising children on a one on one and group basis
 - Responsible for assisting in assessment of child progress
 - Responsible for helping in the operation of Curve Lake First Nation Day Care facilities
 - Responsible for implementing Seed of Empathy Program as the Literacy Coach
 - Responsible for implementing Animated Literacy using Emergent Play-based ideas
 - Monitor children who may lack social, emotional or behavioral difficulties
 - Develop a behavioral plan with the program supervisor and RECE
2. Personal Care
 - Responsible for helping children with special needs in learning and appreciating their personal care needs
 - Responsible for helping children with their personal care needs including, but not limited to assistance with toileting, personal hygiene, medical, and behavioral needs
 - Responsible for assisting children during meal times
3. Other
 - Performs such other related duties as may reasonably be required by the Program Supervisor or the Early Learning Centre Coordinator
 - Assisting with busses
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QUALIFICATIONS: Basic Requirements: **(APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)**

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Education & Experience:

- Must be a Registered Early Childhood Educator, have an Educational Assistant Diploma
- Current First Aid/CPR Certification
- Food Handlers Course Certification

RATED REQUIREMENTS:

Knowledge/Skills/Abilities:

- Strong appreciation of, and empathy with the needs of children with special needs
- Sensitivity to Curve Lake First Nations Culture
- Exhibits a high degree of initiative and self-direction
- Good oral and written communication skills
- Good organizational skills and ability to work in a group setting
- Must enjoy working with and being with children
- Requires a sense of humour and good health
- Patience, dedication, energy, enthusiasm and caring
- Demonstrated ability to direct, instruct and care for children
- Ability to deal with non-routine situations
- Ability to handle emergencies, crisis or hostile behavior
- Ability to maintain control in frustrating situations
- Ability to report non-routine situations to Supervisor
- Ability to accommodate competing demands
- Ability to maintain neat and accurate records
- Ability to communicate effectively both orally and in writing with children, parents, coworkers, teachers
- Ability to maintain confidentiality of all information related to children, parents and staff
- Ability to use professional judgement on a daily basis within the guidelines established by the Day Nurseries Act and judgement policies
- Willingness to work flexible hours as required

Personal Suitability:

- Be honest and trustworthy
- Be respectful
- Possess awareness and sensitivity to the history, language, culture and traditions of the people of Curve Lake First Nation
- Be flexible
- Demonstrate sound work ethics
- Must demonstrate and ensure a high level of personal and professional conduct

TERMS OF EMPLOYMENT:

This is a Permanent Full Time position beginning immediately. Working hours are Monday to Friday. Annual salary range for this position is \$42,572 - \$46,356 based on a 39.5 work week.

APPLICATION:

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Application forms and position descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to the Government Services Building Receptionist to the attention of:

Agnieszka Mlynarz, Human Resources Coordinator
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708
Recruitment@curvelake.ca

Deadline for Applications: Friday May 13th, 2022 @ 12:00pm (noon)

Please ensure application is date stamped by the Curve Lake Government Services Building Receptionist. While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview.

While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicants (s. 16(1) CHRA), and Level III: Any Applicants.

The successful candidate must provide an acceptable Canadian Police Information Check (CPIC) prior to commencing work.