



**BIGSTONE CREE NATION  
EARLY LEARNING & CHILDCARE CENTRE**

**Employment Opportunity**

**Casual Child Care Assistant**

Bigstone Cree Nation is seeking highly qualified staff with early childhood development experience to fill the position of a **Casual Child Care Assistant (Formerly Level 1)**. The staff will report to the Manager, Supervisor and/or Designate of the Early Learning & Child Care Centre. While adhering to the Provincial licensing requirements oversee the daily safe operation of children in care. Provide excellent professionalism with open communication, positive attitude and is a team player. Develop and maintain an excellent working rapport with all parents/guardians of users of the facility, as well as with Co-Worker's and Management.

**CHILD CARE DEVELOPMENT WORKER PRIMARY RESPONSIBILITIES:**

- Provide an excellent Early Learning & Childcare program; while adhering to Bigstone Cree Nation Policy & Procedures manual.
- Provide direct child care services with a safe nurturing environment through interaction and supervision of all children in care.
- Promote early learning with set up of learning room maintaining the five main child development components.
- Ensure all safety, including preventative measures of daily routines.
- Work towards licensing and accreditation of program.
- Ensure compliance with safety standards daily.
- Maintain direct communication with the Staff Supervisor, Designate, and Manager.

**QUALIFICATIONS/CERTIFICATIONS:**

- Child Development Certification level 1 and/or equivalent.
- **If no certification must have the willingness to obtain their child care orientation course on line.**
- Valid Driver's License Class 5 & Reliable Transportation.
- Valid Child First Aid/Standard First Aid.
- Valid Criminal Record Check/Vulnerable Sector Check, Child Youth Intervention Check.

**PERSONAL SUITABILITY:**

- Team player attitude with high degree of professionalism;
- Nurturing; mature, positive attitude and provide a safe environment
- Knowledge of First Nation's culture is an asset

**Submit Resume, Three work related references & Up to date: Criminal Record Check & Vulnerable Sector check & Child Youth Intervention check in confidence to:**

Charlene Gullion, Human Resources  
Box 960 Wabasca, AB. T0G-2K0  
Email: [charlene.gulion@bigstone.ca](mailto:charlene.gulion@bigstone.ca)  
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**Submission deadline: January 21, 2021**

*Thank-you in advance for all the applicants. Only applicants that meet the criteria will be contacted for an interview.*