



WOODLAND CREE FIRST NATION
General Delivery, Cadotte Lake, Alberta, T0H 0N0
Phone: 780-629-3803 Fax: 780-629-3865
Toll Free: 1-800-465-8029

WOODLAND CREE FIRST NATION

EMPLOYMENT OPPORTUNITY

DAYCARE PRE-SCHOOL CAREGIVER

POSITION: Daycare Preschool Caregiver
STATUS: Full-Time Permanent
LOCATION: Woodland Cree First Nation Daycare
REPORTING TO: Marilyn Shaw Daycare Director

Qualifications

- Certification in Early Childhood Education (Level I, II or III), or working to obtain this.
- Certificate in First Aid
- Criminal Record Check
- Intervention Record Check

Duties & Responsibilities

1. Supervision of children
2. Completing incident reports for parents and child's file.
3. Reporting incidents to Director.
4. Providing instructional assistance to children during planned activities and lessons.
5. Communicating with children using the Cree language.
6. Helping children prepare for snack and lunch.
 - a. Washing hands before and after meals.
 - b. Brushing of teeth after each snack and meal.
7. Pick up of toys and ensuring that the room is clean (floor is swept and tables are clean throughout the day) to ensure the health and safety of the children.
8. Administering of medicine to children when requested by parents, with parent' s consent.
9. Interaction with children throughout the day.
10. Reporting to Manager when a child is ill.
11. Interacting with parents during child drop-off or pick-up at the Centre.
12. Attending training workshops or courses as requested.
13. Excellent interpersonal skills (patience and tolerance are required personality traits),
14. Ability to work as part of a team.
15. Good communication skills are required.
16. Other duties as assigned.

The position will remain open until a suitable candidate is found. The successful candidate will be required to work collaboratively with the Chief Executive Officer and community members to ensure the success of public works initiatives.

Please send your Resume, current clear Criminal Record check and a cover letter to:
Ashley Furlong, Human Resources/ Kindy Kramer, Director of Executive Services
General Delivery Cadotte Lake, AB T0H 0N0

Email: hr@woodlandcree.net

CC: kindy@woodlandcree.net

Fax: (780) 629-3865