



Chippewas of RAMA
First Nation

Employment Opportunity

Job Title: **ECE Trainee**
Job Code: EDU272
Department: Education
Reports to: Early Childhood Services Manager

Date Posted: 12/Jul/22
Date Closed: Open

****SPECIAL PROJECT FOR REGISTERED RAMA MEMBERS OR SPOUSE/CHILD OF MEMBER****

The Chippewas of Rama First Nation supports the United Nations Declaration on the Rights of Indigenous Peoples. Specifically, Rama supports the training, education and employment of Indigenous People.

Employment Classification: Contract: 3 Year Contract with possibility of Full-Time (2 Positions)
Availability & Term: Approx. Start Date: As soon as possible
Remuneration: \$16.35 per hour

JOB PURPOSE/SUMMARY

Assist with the supervision of classroom/playroom by ensuring the safety and physical well being of the children.
Assist with daily curriculum, communication with parents and other staff.

QUALIFICATIONS

- Education:**
- Grade 12 (OSSD); Must successfully complete Canadian Adult Achievement Test (CAAT) if necessary.
- Skills and Abilities:**
- Must be able to effectively attend school, complete assignments while balancing work hours.
 - First Aid/CPR Level C to be obtained during first 3 months.
- Experience:**
- Working with and care of children - 6 months to 12 yrs old.
- Other:**
- A Vulnerable Sector Screening is required for this position.

Qualified applicants may submit their cover letter and resume to the attention of:

Charlene Benson, Human Resources Manager
Chippewas of Rama First Nation
5884 Rama Road, Suite 200, Rama, Ontario L3V 6H6
Fax: (705) 325-4718 Email: charleneb@ramafirstnation.ca

**** ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED ****

Rama First Nation is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.

The Chippewas of Rama First Nation - A Proud, Progressive First Nation Community



Job Description

Job Last Updated:

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KEY JOB FUNCTIONS/RESPONSIBILITIES

- Assist in providing an effective program that provides a wide variety of activities to meet the overall needs of the child.
- Provide constant supervision of the children and set reasonable behaviour expectations.
- Ensure that childcare routines are carried out in a manner that is prompt and hygienic (diapering, toileting, eating, napping and transitions between activities).
- Ensure the physical layout, appearance and décor of the playrooms and parent reception area is bright and welcoming.
- Complete responsibilities for cleaning and sanitizing playroom, toys and equipment according to procedure.
- Follow centre procedure for reporting serious occurrences, accidents, illnesses, injuries.
- Organize space, equipment and materials prior to activity.
- Form positive relationships with the children and families in care.
- Communicate daily with all parents/guardians in a consistent and positive manner
- Assist with maintaining daily written records.
- Abide by rules outlined in the Employee Handbook and the Child Care and Early Years Act.