



Chippewas of RAMA
First Nation

Employment Opportunity

Job Title: **Non-ECE**
 Job Code: EDU273
 Department: Education
 Reports to: Early Childhood Services Manager

Date Posted: 8-Jan-20
 Date Closed: 22-Jan-20
 (5:00 pm)

****SPECIAL PROJECT FOR REGISTERED RAMA MEMBERS OR RESIDENT 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: 3 Full-Time contracts to June 26, 2020 with possibility of an extension and 3 On-Call contracts to January 29, 2021
 Availability & Term: Approx. start date - January 2020
 Remuneration: \$14.94 per hour

JOB PURPOSE/SUMMARY

Assist with the supervision/management of classroom/playroom by ensuring the safety and physical wellbeing of the children. Assist with daily curriculum, evaluate the program effectiveness, communication with parents and other staff.

QUALIFICATIONS

- Education:**
 - Grade 10
- Skills and Abilities:**
 - Must have First Aid/CPR.
 - Anishnaabemowin an asset.
 - Medical exam stating free from infectious disease will be required.
- Experience:**
 - Experience working with and care of children newborn to 12 years old required.
- 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.



Job Description

Job Last Updated:

6-Nov-18

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KEY JOB FUNCTIONS/RESPONSIBILITIES

- Assist in providing a stimulating and effective curriculum that provides a wide variety of social, creative, emotional, intellectual and physical 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, hygienic and consistent with good child development principles (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
- Conduct a daily health check of each child.
- Maintain daily written records.
- Abide by rules outlined in the Employee Handbook and the Child Care and Early Years Act.