



### Child Development Support Assistant

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Department: Education

Posting Date: September 13, 2024

Location: Nipissing First Nation, ON

Schedule: Standard Work Week/35hrs

Job type: Full-time, Contract

Vacancies: 1

Reports To: Manager, Early Childhood Education Services

Starting Salary: \$22.97 per hour

#### **What you'll do in the role**

- Support the Early Childhood Development Coordinator in planning and implementing age-appropriate educational and recreational activities.
- Assist with preparing and organizing program materials and resources.
- Supervise and provide support to children during both indoor and outdoor activities.
- Help maintain a clean and organized program environment.
- Participate in various tasks such as assisting with homework, preparing snacks, and maintaining a tidy and organized space.
- Promote program activities to the target groups and the broader community.
- Evaluate the effectiveness of programs and their delivery methods.
- Develop work plan goals and objectives that address the needs of the community.
- Complete necessary documentation, including registration forms, attendance records, and notices.
- Maintain the daily schedule and routine for after-school program activities.
- Ensure the after-school space is thoroughly cleaned and the work environment remains orderly at the end of each day.
- Observe and document children's behaviors, reporting any concerns promptly to the Early Childhood Development Coordinator.
- Monitor and document any injuries in a timely manner.
- Travel between multiple building locations and supervise children during transitions.
- Obtain and provide necessary resources or educational materials.
- Coordinate transportation for program activities.
- Assist the program coordinator with organizing and supporting various programs and services.
- Ensure essential learning supplies are readily available for children.
- Manage transitions between multiple locations, ensuring smooth movement of children.
- Provide hands-on support during programs, ensuring all children are actively engaged and safe.
- Foster a positive, inclusive, and respectful environment for all children.
- Communicate effectively with children, families, and staff to build strong working relationships.
- Offer homework assistance to students.
- Ensure that necessary learning supplies are readily available.
- Provide culturally appropriate learning and developmental resources.
- Plan, implement, and evaluate related activities.
- Help communicate program information to the community through newsletters, awareness days, and other outreach opportunities.
- Support the after-school program with activities such as homework help, recreational programming, and open-ended activities.



## Employment Opportunity

- Build and maintain positive relationships with parents, educators, and staff.
- Supervise and guide program assistants.
- Assist with tasks including homework help, snack preparation, cleanup, and organization.

### Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages and a safe working environment.
- On-the-job training to support your success in the role
- Casual dress

### What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe
- Must have a post-secondary diploma for Child and Youth, Early Childhood Education, Educational Assistant, Personal Support Worker or related field.
- Must be registered or able to register with the College of Early Childhood Educators or similar licensing regulation.
- Must have a minimum of 1 year experience in related position.
- Ability to work independently with minimal supervision.
- Experience working with children.
- Knowledge of and sensitivity to Indigenous cultures, values, and beliefs.
- Strong interpersonal, problem-solving, and conflict resolution skills.
- Ability to act professionally, maintain reliability, and communicate effectively.
- Ability to protect children's personal information and uphold a high level of confidentiality.
- Valid Ontario Class "G" Driver's License and access to a personal insured vehicle.
- Recent (within 3 months) Criminal Reference Check and Vulnerable Persons Check.
- Knowledge of First Nation culture and language is an asset.
- Understanding of First Nation wellness and priorities.
- Familiarity with community-based children's programs and services.
- Knowledge of standardized assessment tools and their application in First Nation Early Childhood Development.
- Awareness of various interventions and best practice approaches in First Nation Early Childhood Development.
- Strong facilitation and coordination skills for group activities.
- Excellent written and verbal communication skills.
- Strong time management, organizational, and administrative skills.
- Ability to act professionally and work independently with minimal supervision.
- Ability to collaborate effectively as a member of a multi-disciplinary team.
- Flexibility to work varied hours as needed.
- Ability to work in a manner that respects First Nations culture, values, and beliefs.
- Ability to protect clients' personal health information and maintain a high level of confidentiality.
- Proficiency in Microsoft Office 365 applications, including Word, Excel, Access, Publisher, and Outlook.



## Employment Opportunity

### **Application Deadlines:**

Nipissing First Nation adheres to the following process for our recruitment practices.

#### **Closing September 27, 2024 - 1st Round**

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Two

#### **Closing October 4, 2024- 2nd Round**

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Three

#### **Closing October 11, 2024 - 3rd Round**

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to [resumes@nfn.ca](mailto:resumes@nfn.ca) no later than 4:30pm on the application deadline noted above.

### **Are you a member of NFN? If so, please read below:**

- ✓ *Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.*
- ✓ *Work experience and training opportunities are taken into consideration when screening applications.*
- ✓ *Nipissing First Nation members are encouraged to apply to all rounds of employment postings.*
- ✓ *As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.*

**Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.**