



## WALPOLE ISLAND FIRST NATION EMPLOYMENT OPPORTUNITY

**Job Title: Early Childhood Assistant**  
**Department: Bkejwanong Children's Centre (B.C.C)**  
**Pay Rate: \$20.05 per hour.**  
**Status: Full-time, Contract**  
**Closing Date: April 23, 2024**

### Position:

The Early Childhood Assistant of the Bkejwanong Children's Centre (B.C.C.) is responsible for planning and organizing activities for the B.C.C. mandate programs; leading children in these activities to meet the needs of children in all stages of development. To assist with achieving the program and funding mandates while operating in accordance with the Walpole Island First Nation policies. They must adhere to the Childcare and Early Years Act.

### Requirements:

#### A) SKILLS:

- Capable of organizing work, space, and time effectively.
- Ability to provide leadership, motivate others, and effectively supervise all aspects of a classroom.
- Ability to plan and implement an Early Childhood program that is conducive to quality care and education, and addresses the emotional, physical, cognitive, and social development of children between the ages of 4 months and 10 years old.
- Ability to assess the child and know age-appropriate child development to determine when referrals are necessary.
- Sound judgment and decision-making ability.
- Ability to communicate effectively and possess excellent oral and written skills, including grammar.
- Ability to resolve conflict positively and deal with difficult situations.
- Knowledge of the Childcare and Early Years Act.
- Familiarity with using current technology and related tools required, i.e., computers, iPads, digital cameras, and printers.
- A willingness to upgrade skills and education as necessary.
- Knowledge of Walpole Island culture and heritage.
- Sensitivity to cultural differences.

#### B) EXPERIENCE

- Experience working with First Nation children and their families.

#### C) EDUCATION

- Grade 12 diploma or equivalent.
- Current CPR and First Aid Certificate.

#### D) OTHER

- Be a positive role model in the community.

We are a special interest organization that is primarily engaged in serving the interest of the Walpole Island First Nation community, preference will be given to persons of Native ancestry. (OHRA 1981, c53, s170)  
Qualified Band Members are to be given PRIORITY. (R.C.M. April 28, 1998 M#15)



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- Recent (within 6 months) Criminal Reference Check and Vulnerable Sector Check required.
- Updated immunization record required.

### **Responsibilities:**

#### Programming:

- Consistent attendance and punctuality are essential to the effective operation and delivery of quality programming for Bkejwanong Children's Centre.
- Responsible for planning and delivering a quality Early Childhood Education program. Use a variety of teaching techniques including modeling, observing, questioning, demonstrating, and reinforcing.
- Plan age-appropriate activities within the established time frame using observations and documentation of the children's needs and interests (i.e. circles, creatives, special activities). The teachers are responsible for individual portfolios with children's development domains and skills identified.
- Responsible for planning activities in the following areas: language, motor, self-help, cognitive, social, emotional, cultural, and the Ojibway language.
- Responsible for maintaining a safe, stimulating, and nurturing environment to facilitate child development. The environment will promote and encourage children to take responsibility for their actions and choices while promoting a positive perspective of self and others.
- To plan and organize the environment around four foundational conditions: belonging, engagement, well-being, and expression.
- Provide positive guidance to children that includes the following practices: re-directing, positive language, and positive reinforcement.
- To ensure child safety, the playground equipment and grounds are inspected daily, and the appropriate forms are completed for Ministry inspection purposes.
- To ensure children are always supervised and all activities in a safe, understanding, loving, and consistent manner.
- Responsible for providing the following activities to ensure each child is in good health: daily health inspection on each child: head checks and sending child home when necessary; administering medication as per direction, recording dosage and time with another staff present to witness and initial record; administering minor first aid and recognizing when professional help is required; to obtain child's updated immunization record from guardians; take the temperature of children who appear feverish; as a preventative measure send children home who are displaying symptoms of illnesses that could be contagious; and complete "Influenza-like Illness Syndromic Surveillance Sheet."
- Guide and assist children in the development of age-appropriate eating, dressing, and toilet habits.
- Assist with screening all children through observation and developmental tools to identify children with special needs.
- Remain with the child who is not picked up by the normal closing time; follow the B.C.C. Policy and Procedures manual accordingly.



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- Responsible for submitting articles and classroom information to the B.C.C. newsletter.
- To remain on the premises as required during the lunch break.
- Participate in regular and special staff meetings and parent nights during off hours. Facilitate information sessions for parents as required. To occasionally provide childcare for parent night activities.
- To learn and respond to life-threatening allergies – Anaphylaxis.
- Ensure that licensing standards are always maintained.

### B.C.C. and Equipment:

- To maintain a safe, clean, organized, and appealing classroom.
- To follow the sanitary practices and procedures as stated within the B.C.C. policy and procedures manual.
- To follow the B.C.C. policy and procedures manual for maintaining inventory and equipment.

### Staff:

- Maintain a team environment by working cooperatively with all co-workers.
- Treat co-workers, children, volunteers, and parents positively and respectfully.
- Assist, model, and mentor teachers-in-training, E.C.A/s, students, volunteers, substitutes, or parents helping at the Children's centre. Work in conjunction with field placement supervisors and coordinators to evaluate students in volunteer placements.
- Participate in professional development training and activities as approved by the supervisor.
- Responsible for following the dress code and professional accountability as established within the B.C.C. policy and procedures manual.
- To obtain a substitute teacher from the call-in list for any approved absence and notify the immediate supervisor.
- To comply with the B.C.C.'s program statement.

### Operations:

- To report any cases of accident, injury, suspected abuse, neglect, or behaviour problems to the supervisor, any necessary contracts and reports will be by the appropriate policy, legislation, and/or regulations.
- To assist with yearly screening of children and plan accordingly for the individual child and the group.
- Responsible for keeping a daybook of activities and journaling any pertinent information relating to the children, the program, and the staff.
- To maintain a current child information record and ensure it is readily accessible for teachers.
- Maintain working knowledge of relevant legislation, Child Care and Early Years Act, WIFN Personnel Policy, and B.C.C. Policy and Procedures.
- To actively participate in various workplace committees as required.
- To provide orientation to parents enrolling their child(ren) into the B.C.C. program.



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- To fulfill other related duties as directed by the immediate supervisor.

### **How to Apply:**

Please submit your resume and cover letter describing the qualifications above to:

Walpole Island First Nation  
Human Resources

Mail: 117 Tahgahoning Rd,  
Wallaceburg, ON  
N8A 4K9

or

Fax: 519-627-5915

or

Email: [Careers@wifn.org](mailto:Careers@wifn.org)