



# Zagimē Anishinabēk

## JOB OPPORTUNITY

### Daycare Worker – Full-Time

Zagimē Anishinabēk is a progressive First Nations government, located around 22 KM Northeast of Grenfell Town in Saskatchewan.

**SUMMARY OF POSITION:** The Daycare Worker is a support position supervised by the Daycare Supervisor and responsible to the Health Services Manager with overall accountability to the Director of Lifelong Learning and Wellness. The Daycare Worker will provide quality care and supervision with co-workers for all children at the centre daily.

#### DUTIES AND RESPONSIBILITIES:

- Provides supervision and care in accordance with policies and procedures.
- Delivers and assists in the planning of children's activities in accordance with regulations.
- Attends parent meetings; relaying parent concerns to supervisor in their absence.
- Assists in the preparation and implementation of the Child Nutrition Program.
- Prepares detailed incident reports and forwarding to appropriate supervisor for follow-up.
- Ensure proper safety, fire, and hygiene procedures are practiced in the facility.
- Follows the regularly scheduled cleaning requirements for items used by and with the children.
- Ensures that all duties are carried out in a manner that promotes a healthy and co-operative environment for children, parents, and co-workers.
- Attends staff meetings and, willingly contributes new ideas and initiatives to improve the Daycare Program.
- Maintains confidentiality in all aspects of the job.
- Any other such duties as assigned by the immediate supervisor.

#### QUALIFICATIONS:

- Must have one (1) year experience working in related field and be willing to take the Orientation to Daycare and/or receive certification in Early Childhood Education from a recognized post-secondary facility.
- Demonstrate the ability to be kind and caring towards children and recognize the uniqueness of each child in a respectful manner.
- Possess within the first three (3) months a First Aide, CPR and Safe Food Handling certifications and maintain these certifications through the term of employment.
- Strong verbal and written communication skills.
- Ability to take direction and work under minimum supervision.
- Submit a criminal record check and drug screening prior to commencing employment.
- Valid Driver's Licence and a reliable vehicle would be an asset.
- Demonstrate a willingness to acquire additional skills to enhance the quality of service to the children and parents.
- Punctual, dependable, and reliable.
- Physically fit and able to lift up to 50 lbs.

#### **APPLICATION DEADLINE:**

**May 24, 2022 @ 4:00 PM**

#### **Submit to:**

Zagimē Anishinabēk

Human Resources Department

Phone: (306) 697-2831 Fax: (306) 697-3565

Email: [jobs@zagime.ca](mailto:jobs@zagime.ca)