



<b>Position:</b>	Day Care Assistant	<b>Accountability:</b>	Day Care Manager and Employment Counsellor
<b>Hours of Work:</b>	32 hrs/week	<b>Employment Status:</b>	Summer Student – 8 weeks
<b>Circulation Level:</b>	Level I	<b>Preferences:</b>	MFN Band Member must be a student

The Day Care Assistant:

#### KEY JOB FUNCTIONS

##### **Duties and Responsibilities**

- Assist with the supervision of children in free play, designated programming and to guide them in their physical, social, mental and emotional development in accordance with the philosophy of the Mississauga First Nation Day Care.
- Assist with various experiences and activities for children including songs, games and storytelling.
- Must be respectful of the workers, children and parents.
- Ensure equipment and facilities are clean, safe and well maintained.
- To clearly and effectively communicate in a manner that children will understand.
- Must be able to do light yard work.
- Perform other related duties as directed by the program supervisor.

##### **Qualifications**

- Must sign a "Confidentiality Agreement".
- Must have good interpersonal and communication skills
- Must have good organizational skills.
- Must have the ability to follow instructions, work as part of a team and have the ability to communicate effectively with the Day Care Personnel.
- Must provide a positive Criminal Check (CPIC) and Vulnerable Sector Check.
- Must submit a copy of your current school report card/transcripts and attendance records

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. **Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview.** Please note that all interviews will be **in person**. If you would like a copy of the full job description and/or are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation  
P.O. Box 1299 Blind River, Ontario P0R1B0  
Attention: Robert Morningstar – Employment Counsellor  
Marked: **CONFIDENTIAL**  
**EMAIL:** robertmorningstar@mississaugi.com **FAX:** 705-356-1740  
**Deadline:** Friday, May 17, 2019 at 4:00 pm

*Thank you to all applicants; however, only those selected for an interview will be contacted.*