



Childcare Assistant
Permanent Full-time (Existing Vacancy)
 Reporting to Daycare Manager
Alderville First Nation Daycare

**PERMANENT
 FULL-TIME @ 35 HOURS
 PER WEEK**

Normal Work Hours:

**8-hour daily shifts
 between
 7:30am & 5:00pm**

Salary:
 Start Rate - **\$21.80 to
 \$22.95 per hour***

***While Alderville First
 Nation Salary Grid will
 apply – start rate will be
 commensurate with
 experience.**

Benefits:

-  Paid Vacation!
-  Paid time off over
Holiday Shutdown!
-  14 Statutory
Holidays!
-  Paid Sick Leave!
-  Group Health &
Dental Benefits
including Long-term
Disability (LTD) and
Employee Family
Assistance Program
(EFAP)!
-  Pension Plan with
Employer Match!

JOB SUMMARY:

The **Alderville First Nation Daycare** is presently looking for a reliable, energetic, kind, and caring support workers for the position of **Childcare Assistant**. In this position you will be responsible for helping the *Registered Early Childhood Educator (RECE)* in providing educational programming and other learning activities for the children where you will support them with their personal needs either in the classroom or in a one-on-one setting.

KEY JOB FUNCTIONS:

- Provide in and out of day care educational programs and learning activities for children.
- Help children with their personal needs.
- Perform classroom related domestic tasks.

JOB DUTIES:

Educational:

- Assists with supervising children on a one-on-one or group basis.
- Assists with assessment of child's progress.
- Assists with the daily operation of the childcare facility.

Personal Care:

- Assists children in learning and appreciating their personal care needs; assists children with personal hygiene, medical and behavioural needs.
- Assists with toy/equipment disinfecting.
- Assists with maintaining an organized and clutter-free play environment and storage areas.

Related and other duties:

- Participates fully and consistently as a conscientious team member in caring for the children and in the overall operation of the program and centre.
- Maintains regular and open communication with program team members and all other co-workers.
- Participates in ongoing professional development and attends/maintains all mandatory training.

MINIMUM QUALIFICATIONS:

Minimum schooling:

- Grade 12 or equivalent experience.
- 1 – 2 years of childcare experience.

Minimum Requirements:

- Must have Valid Certification in C.P.R. & First Aid or willing to obtain.

Minimum Requirements cont'd:

- Must be able to provide an up-to-date immunization record.
- Must be physically able to lift, push, pull up to 30 pounds (i.e., to lift children as required).

Current Criminal Reference Check and Vulnerable Sector Search required (if position is offered).



Considered an asset:

- Demonstrated experience supporting children with exceptionalities.
- Knowledge of Ojibwe Culture and First Nation communities an asset.
- Post-secondary education in a child-related field (e.g., Education Assistant, Child & Youth Worker, PSW).
- Working towards or future interest in the Early Childhood Education Diploma leading to registration with the College of Early Childhood Educators (RECE).

PREFERRED EXPERIENCE:

- Strong appreciation and empathy for the needs of children.
- Must have good oral & written communication skills, interpersonal skills.
- Proven ability to maintain confidentiality.
- Basic computer skills working with Windows, Word, Excel and Internet applications.

**** For full job description, contact Human Resources****

DEADLINE TO APPLY: *Friday, July 31st, 2026.*

HOW TO APPLY: Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors). Written letters of reference will also be accepted.

HOW TO CONTACT: Human Resources Recruitment
Phone: 905-352-2011 ext. 254
Email: humanresources@alderville.ca

Note:

Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. *Applicants must meet the minimum qualifications outlined to be considered for an interview.* Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

The Chief & Council retain the right to make the final decision on the selection of the successful candidate.