



TEACHER'S ASSISTANT 212-21-2
CHILD CARE SERVICES, SOCIAL SERVICES
Contract (1 year)

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **December 8, 2021**, for the Teacher's Assistant with Child Care Services, Social Services Department. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through <https://www.vscyberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED.**

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: The Teacher's Assistant reports to and works under the direction and supervision of the Supervisor of Child Care Services. The Teacher Assistant is responsible for assisting the Early Childhood Educators with the planning, implementation and evaluation of daily programs; assisting in the day to day operation related to the care and development of children, along with meeting ratios. Teacher Assistant will comply with Early Years Child Care Act, Six Nations Council Employment Policy, Six Nations Council Health and Safety Guidelines, Six Nations Child Care Guidelines, and Parent Handbook.

Type	Contract
Closing Date	December 8, 2021
Term:	1 year
Hours of Work	37.5 hours weekly
Wage	TBD

BASIC QUALIFICATIONS:

- Will have a desire to work or willing to gain experience to work with children 0-6 years
- Will be 18 years of age or older as required by Early Years Child Care Act
- Will have Food Handlers Certificate or willing to obtain
- Must pass a criminal/vulnerable sector check
- Must sign and submit an offence declaration every calendar year in which a vulnerable sector check to be obtained
- Must submit and ensure immunizations are up to date
- Must submit a health assessment as according to Early Years Child Care Act
- Must have a valid first aid/CPR certificate or willing to obtain

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Lesleigh Rusnak, Staffing Officer at 519-445-2223 ext 4343 or via email at StaffHR@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

Teacher's Assistant – Contract – 212-21-2
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

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TEACHER ASSISTANT CHILD CARE SERVICES

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Supervisor of Child Care Services

PURPOSE AND SCOPE OF THE POSITION:

The Teacher Assistant is responsible for assisting the Early Childhood Educators with the planning, implementation and evaluation of daily programs; assisting in the day to day operation related to the care and development of children, along with meeting ratios

Teacher Assistant will comply with Early Years Child Care Act, Six Nations Council Employment Policy, Six Nations Council Health and Safety Guidelines, Six Nations Child Care Guidelines, and Parent Handbook.

DUTIES AND RESPONSIBILITIES:

TECHNICAL:

- Assist with the children through daily routines and transitions
- Provide daily positive interaction and supervision of children
- Assisting the Early Childhood Educators with maintaining teacher/child ratios in accordance with the Child Care Early Years Act
- Identify and clarify problems and provide information to parents, co-workers, students and volunteers
- Assist with the children during planning and implementation of active and quiet activities, group and individual activities and developmental activities.
- Applying safety procedures and handling emergencies appropriately

ADMINISTRATION:

- Plan, implement and evaluate program activities in accordance with the Child Care Early Years Act, program needs and apprenticeship/part time studies requirements.
- Submit weekly time sheets.
- Being a role model for parents, students, volunteers, other staff and visitors
- Following behaviour management guidelines
- Practice/implement the ELECT (Early Learning for Each Child Today) framework, “How Does Learning Happen” or any future childhood developmental tools that may arise while in the position

COMMUNICATIONS & LIAISON

- Working cooperatively with all staff enhancing relationships with community resources and collaboration with existing programs and services on and off Six Nations of the Grand River communities
- Maintaining a team approach to resolving such issues, conflicts and problems that may arise in the process of providing support services

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- Maintaining confidentiality as per Six Nations Council Employment Policy
- Attend and participate in regular staff meetings as required/directed
- Greeting children and parents upon arrival and departure
- Attend training/workshops as required

OTHER RELATED DUTIES:

Any other related duties as assigned by the Child Care Supervisors which includes, but is not limited to, participation in the Six Nations Emergency Response Plan, Pandemic Plan of Response and the Trauma Events Response Team (TERT).

WORKING CONDITIONS:

- Working in a climate-controlled environment
- Some after hours participation for staff meetings, parent meetings, and other planned activities
- Flexibility in work hours as required
- Lifting and moving furnishings, supplies, and equipment daily
- Cell phones are not to be used during work hours unless authorized by the Supervisor (emergency, trips)
- Name tag is required/worn daily-a charge will be added if lost/stolen (new name tag located at the Human Resources)

WORKING RELATIONSHIPS:

Must be able to work independently and as a team player within the Six Nations Social Services and all other work environments.

Establishing positive, collaborative working relationships and linkages among all service providers within all work environments.

Works with the Supervisor of Child Care Services

Being professional and being able to accept constructive criticism

Receives direction and guidance.

Receives supervision, instruction, direction and guidance in planning, priorities and interactions to ensure tasks are done efficiently and effectively.

With the Directors and Managers

Acting as a resource providing information and assistance in a cooperative and courteous manner.

With the Community

Working in a cooperative and courteous manner that represents and promotes Six Nations Council and the Social Services Department,

Familiar with Six Nations Council Employment and Health and Safety policies and procedures.

Represents and promotes Six Nations Social Services; maintains awareness of legislation, policy and program changes: develops sound professional working relationships

KNOWLEDGE AND SKILLS:

Minimum Qualifications

- Will have a desire to work or willing to gain experience to work with children 0-6 years

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Other Preferred Qualifications

- Excellent written and verbal communication skills
- Must have excellent organizational skills and an ability to work independently and/or team
- Will be Native in preference to other applicants
- Knowledge of general health and safety procedures
- Ability to be patient, and have the ability to relate to children and adults with equal respect and dignity, regardless of life experience's, culture and values
- Ability to apply safety procedures and alleviate potential safety hazards

IMPACT OF ERROR:

Errors in judgment and in the conduct of duties could lead to loss of credibility, poor public relations, and public confusion, serious impacts on clients and staff, and legal liability to self and to Six Nations Council.

CONTROL:

Works within the organizational structure and administrative policy and procedures established by the Six Nations of the Grand River Employment Policy, Child Care Services and the Six Nations Social Services values, principles and Mission statement.

Works within the policies and procedures established through service contract by the Six Nations Council and the funding agency (Ministry of Education) and within the legislation of the Early Years Act.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the position. It is not to be understood as an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Six Nations Social Services reserve the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its content.

Signature of Employee

Date

Early Years and Childcare Services is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the Ontario Human Rights Code and the Child and the Six Nations Council policies.

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