



Administrative Support – Clarence Street Childcare – 122-26-6
Child Care Services, Social Services
Contract (Maternity)

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, **July 22, 2026**, for the **Administrative Support – Clarence Street Childcare** with **Child Care Services, Social Services**. 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 are accepted through [My Job Search](#). **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 **Administrative Support** reports to and works under the direction and supervision of the Supervisor, Childcare Services, or designate.

The Administrative Support position is responsible for providing administrative support to ensure that childcare services are provided in an effective and efficient manner.

The Administrative Support position will comply with Early Years Childcare Act, Six Nations Council Employment Policy, Six Nations Council Health and Safety Guidelines, Six Nations Childcare Procedure Guidelines, and Parent Handbook.

Type	Contract (Maternity)
Closing Date	July 22, 2026
Hours of Work	37.5 hrs/week
Wage	\$25.44/hour

*A competitive compensation package will be offered commensurate with qualifications. *

BASIC QUALIFICATIONS:

- Community College Diploma in Office Administration or Ontario Secondary School diploma with two years related experience.
- Will have Food Handlers Certificate or willing to obtain within 3 months of start date.
- Must pass a criminal/vulnerable sector check. Must sign and submit an offence declaration every calendar year in which a vulnerable sector check is to be obtained.
- Must sign and submit an offence declaration every calendar year in which a vulnerable sector check is to be obtained.
- Must submit and ensure immunizations are up to date.

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.

- Must submit a health assessment as according to Childcare Early Years Act
- Must have a valid first aid/CPR certificate or willing to obtain within 3 months of start date
- Excellent computer skills and demonstrate proficiency in current Microsoft Office Suite software.
- Valid Driver's License and transportation.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: [My Job Search](#) 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 includes:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify 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 Hayley Noseworthy, HR Business Partner at 519-445-2223 ext. 5724 or via email at HRBP6@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 qualify 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:

Administrative Support – Contract – 122-26-6

c/o Reception Desk
 Grand River Employment & Training (GREAT)
 P.O. Box 69, 16 Sunrise Court
 Ohsweken, Ontario N0A 1M0

POSITION TITLE: Administrative Support, Childcare Services,

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Supervisor, Childcare Services, or designate.

PURPOSE AND SCOPE OF THE POSITION:

The Administrative Support position is responsible for providing administrative support to ensure that childcare services are provided in an effective and efficient manner.

The Administrative Support position will comply with Early Years Childcare Act, Six Nations Council Employment Policy, Six Nations Council Health and Safety Guidelines, Six Nations Childcare Procedure Guidelines, and Parent Handbook.

DUTIES AND RESPONSIBILITIES:

TECHNICAL:

- Receive, direct and relay telephone messages and fax messages.
- Schedule and coordinate meetings as directed.
- Maintain an inventory of supplies and order as required and approved.
- Maintain an accurate and up-to-date filing system.
- Prepare letters, memorandum, reports, presentation materials and other documents as required.
- Make travel arrangements as directed.
- Maintaining accurate billing and financial records of Childcare fees.
- Creating invoicing for parent fees within the Lillio childcare App and submitting to Finance in a timely manner.
- Maintaining up to date employee time summaries reconciled with time sheets as necessary
- Ensure all invoices are transferred to the appropriate finance office for signature and payment.
- Issue receipts as required and handle all petty cash according to established procedures.
- Greet and sign-in visitors entering and exiting the building.
- Will prepare staff meeting agenda and record staff meeting minutes.

ADMINISTRATION:

- Log all incoming and outgoing calls; mail pickup, open, sort, stamp/distribute.
- Log incoming/outgoing correspondence i.e. mail, faxes, etc.
- Supports the childcare program to be in compliance with legislative requirements.

COMMUNICATIONS & LIAISON:

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- Work cooperatively with all staff
- Provide regular communication with parents.
- Assist staff/clients with children as necessary.
- Greet children and parents upon arrival and departure.
- Attending training/workshops are required.

OTHER RELATED DUTIES:

Any other related duties as assigned by the Childcare Supervisors which include, 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:

- Ability to be patient and have the ability to relate to children and adults with equal respect and dignity, regardless of life experiences, culture, and values.
- Working in a climate-controlled environment.
- Some after-hours participation for staff meetings, and other planned activities.
- Flexibility in work hours as required.
- Lifting and moving furnishings, supplies, and equipment as necessary.
- Cell phones are not to be used during work hours unless authorized by the Supervisor or designate (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 Early Years and Childcare 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 Childcare Services

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,

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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

- Community College Diploma in Office Administration or Ontario Secondary School diploma with two years related experience.
- Will have Food Handlers Certificate or willing to obtain within 3 months of start date.
- Must pass a criminal/vulnerable sector check. Must sign and submit an offence declaration every calendar year in which a vulnerable sector check is to be obtained.
- 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 Childcare Early Years Act
- Must have a valid first aid/CPR certificate or willing to obtain within 3 months of start date
- Excellent computer skills and demonstrate proficiency in current Microsoft Office Suite software.
- Valid Driver's License and transportation.

Other Preferred Qualifications

- Excellent written and verbal communication skills
- Must have excellent organizational skills and an ability to work independently/ team and as a strong leader, with respectable interpersonal skills.
- Preference will be given to Six Nations community members to other applicants.
- Aware of community diversity concerning culture, values, and customs
- Knowledgeable of the impacts of multi-generational trauma on families and the community
- Knowledge of general health and safety procedures.
- Respectful of all clients, children, and adults alike, with equal respect and dignity, regardless of life experiences, culture, and values.
- Ability to apply safety procedures and alleviate potential safety hazards.
- Maintain confidentiality.

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. Failure to comply with the regulations of the Childcare and Early Years Act can impact on the license of the childcare programs.

CONTROL:

- Works within the organizational structure and administrative policy and procedures established by the Six Nations of the Grand River Employment Policy,
- Works within the Six Nations Social Services values, principles, and mission statement,
- Works within the policies and procedures established through service contracts by the Six Nations Council and relevant funding agencies,
- Works within the Six Nations Early Years and Childcare Services program statement, Six Nations Early Years and Childcare Services Employee Handbook and Six Nations Early Years and Childcare Services Information Handbook, and the Health and Safety 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 Childcare Services reserves the right to modify job duties or the job description at any time.