



Beausoleil First Nation

11 O'gemaa Miikan
Christian Island, ON
L9M 0A9

705-247-2051 Fax: 705-247-2239 Email: jobs@chimnissing.ca

Posted: November 17, 2021

Special Needs Resource Worker **(Maternity Leave)**

The Beausoleil First Nation is seeking to hire a Special Needs Resource Worker to support children with special needs in Daycare and Mna Bmaadzijig. Preference will be given to applicants who are of Aboriginal Descent.

Job Title: Special Needs Resource Worker

Minimum Qualifications:

- Early Childhood qualifications or certification in an area related to this position preferred
- Driver's license an asset
- Clear Criminal Reference Check (CPIC) and Vulnerable Sector Search
- Sound organizational and communication skills
- Ability to work independently and in a team
- Ability to plan, facilitate or deliver events, training, or workshops for staff, parents/ caregivers, and students
- First Aid/ CPR certification or willing to obtain
- Up-to-date immunization records
- Basic ability to use I-pads or computers

Duties:

- Work with childcare staff to plan developmentally appropriate programs, tasks/activities, and events for children enrolled in the program
- Prepare a workplan and submit to the childcare Supervisors
- Guide and assist children in the development of proper eating, dressing and toilet and washroom routine
- Ensure the environment is safe and inviting for children and that children are supervised at all times
- Communicate regularly and effectively with parents or care givers of children enrolled in the program
- Plan, facilitate or deliver events, workshops or training for staff, students, parents/ caregivers and the community
- Attend training and workshops related to Childcare and special education
- Maintain confidentiality of matters relating to children, caregivers, and staff
- Help create newsletters, posters and other forms of communication to the parents, caregivers and the community
- Assist in the preparation of daily snacks, warm up lunches
- Work with the Resource Consultant from Community Living Huronia (follow ISP)
- Submit written observations to RECEs
- Assist with the Kindergarten readiness program
- Assist childcare staff in regular administrative and clerical duties including maintaining student files, follow ordering procedures, process payment vouchers, update log books with pertinent information
- Clean and do basic maintenance of office/workspace

Duration: December 2021-June2023
Salary: DOQ/DOE starting rate \$20/hr
Hours of Work: 35 hrs per week, Monday to Friday
Closing Date: Applications shall be delivered to the Administration Building no later than **November 29, 2021 at 4:00pm.**
Immediate Supervisors: Childcare Supervisors
Functional Supervisor: Nancy Assance
Supervisor: Director of Education

Applications shall be delivered to the front desk at the Beausoleil First Nation Administration Building. Applications must consist of the following: **Cover letter, current resume and at least two work-related letters of reference.** Your application package must be clearly marked with your name and the position you are applying for. Faxed or e-mailed applications are acceptable, however, applicants selected must present the original signed letter of application when requested.