



Southwest Ontario
Aboriginal Health
Access Centre



NSHWAASNANGONG
CHILD CARE &
FAMILY CENTRE

FT Administrative Assistant - Nshwaasnangong

Status:	Full-time, Permanent
Location:	London, ON
Hours:	35 hours per week
Salary:	\$39,050-\$46,200 per year
Paid Time Off:	3 weeks of vacation, plus sick days, spiritual/cultural leave, birthday
Benefits:	Comprehensive health, dental and more
Pension:	HOOPP (defined benefit plan)
Posting Date:	March 21, 2024
Deadline:	April 4, 2024

Southwest Ontario Aboriginal Health Access Centre (SOAHAC) is a diverse, multiservice Indigenous health and wellness agency, who has recently embarked on a new initiative and extended its services in the field of early learning and childcare. Guided and supported by the Journey Together Indigenous planning committee, SOAHAC is the operator and licensee of **Nshwaasnangong**.

Nshwaasnangong is a place for Indigenous young children and families to honour, rekindle, and express their identities as Indigenous Peoples; where kindness and compassion helps everyone to have a sense of belonging; where we nurture our well-being, while living in sync with community and all creation, where we engage deeply with questions and possibilities.

The Child Care at Nshwaasnangong offers licensed childcare for up to 88 children ages 0-6 years of age old. The adjoining Family Centre is a place to connect with opportunities offered for young children, families, and youth, including ceremonies, land-based learning, knowledge exchange and community supports. Nshwaasnangong is located at 449 Hill Street in London, Ontario.

Position Summary

Under the supervision of the Centre Manager, we are currently seeking an **Administrative Assistant** who exemplifies exceptional organizational skills and productivity to become an integral part of our team. This position will be entrusted with proficient processing documentation in a timely, accurate manner, the optimization of processes, and seamless facilitation of communication among students, parents, and educators. Your invaluable contributions will encompass the coordination of staff meetings, oversight of professional development activities, ensure that all relevant legislative requirements are met with 100% compliance, meticulous record-keeping, and checklist maintenance.

Key Job Requirements

- Early Childhood Education diploma, OR, currently working towards Early Childhood Education diploma, OR relevant education and/or experience.
- A demonstrated commitment to language revitalization and reclaiming cultural identities.
- Knowledge of the Indigenous histories, cultures, creation stories, and language of the Indigenous population in the London area
- Willingness to participate in Indigenous Cultural Safety Training, teachings, and ceremonies.
- Must be able to meet the legislative requirements for working in a licensed childcare setting.
- Obtain/maintain a clean and current vulnerable sector police check as a condition of employment.
- Access to reliable transportation
- Up-to-date immunization and records

- Current First Aid and CPR certification
- Superior critical thinking, analytical and problem-solving skills.
- Ability to handle sensitive and confidential information professionally.
- Knowledge and experience with licensing under the Childcare Early Years Act
- Previous work in a childcare setting is an asset.
- Understands business objectives, annual priorities and key deliverables, monthly/annual reporting cycles.
- Outstanding integrity, initiative, creativity, and passion.

Responsibilities

- Assisting management to ensure that all relevant legislative requirements are met with 100% compliance, including Children and Family Services/Childcare licensing, Public Health Department, Fire Department, Municipal by-laws, Human Rights Code, Occupational Health and Safety Act, Employment Standards, Human Rights Code, Freedom of Information and Privacy Act.
- Assist in the implementation of policies and procedures to support staff and meet the children's needs.
- Acts as a resource to all staff.
- Ensuring the safety of staff and children by learning and acknowledging all children's diverse needs.
- Coordinate staff meetings, preparing agendas and minutes.
- Coordinates and/or leads projects and special events.
- Maintaining a healthy physical, emotional, and social environment conducive to a positive workplace.
- Maintaining building upkeep including organization of building contracted services, visual displays/bulletin boards, signage, and office area.
- Recommends quality improvement ideas to facilitate effective and efficient processes.
- Identifies issues for escalation to the Manager with proposed solutions.
- Recruiting and selecting qualified staff in conjunction with the centre manager and overseeing staff development through continuous trainings.
- Scheduling for business needs, supporting staff, ready for business standards and delegation and execution of duties.

This job may require additional responsibilities and duties as assigned by the centre manager.

SOAHAC values diversity and is an equal opportunity employer; however, hiring preference will be given to qualified Indigenous applicants (please self-identify). SOAHAC is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.

If you are interested in applying for this position, please forward your cover letter and resume to:

Email: careers@soahac.on.ca

Subject line: **FT Administrative Assistant - Nshwaasnangong**

Or mail to: **Human Resources
Southwest Ontario Aboriginal Health Access Centre
493 Dundas Street
London, ON N6B 1E5**

*Please visit **Southwest Ontario Aboriginal Health Access Centre** online at: www.soahac.on.ca or like us on www.facebook.com/soahac to learn more about us!*

We thank all those for applying but only those selected for an interview will be contacted.