

ONEIDA NATION OF THE THAMES

ONEIDA ADMINISTRATION OFFICE
2212 ELM AVENUE, RR #2
SOUTHWOLD, ONTARIO
N0L 2G0



TELEPHONE: (519) 652-3244

FAX: (519) 652-2930

JOB POSTING

Position: Childcare Program Assistant Supervisor
Division: Life Long Learning/Child Care Centre
Hours: 40 hours/week, flexible to accommodate three (3) rotating shifts between 7:30a.m. – 5:30p.m., Monday – Friday

Term: Permanent Full-Time
Salary: Competitive salary range

Posting Date: October 5, 2023

Closing Date: October 18, 2023 at 4:30p.m.

JOB SUMMARY:

Reporting to the Early Childhood Program Supervisor, the Childcare Program Assistant Supervisor will assist with professional duties including but not limited to providing safe, healthy and welcoming environments through program planning, working effectively with staff to cover breaks and staff absences, and supporting the day-to-day operations of the center. This position will fill the person-in-charge duties as required providing occasional supervisory designate responsibilities.

QUALIFICATIONS:

1. Early Childhood Educator diploma from a recognized post-secondary institution and enrollment with the College of ECE;
2. Certification in Early Childhood Administration **OR** willingness to obtain;
3. Minimum of 2 years experience in a RECE capacity;
4. Previous experience in a person-in-charge capacity, **an asset**.

MANDATORY DOCUMENTATION WITH APPLICATION:

1. Cover Letter – **must address the qualifications outlined;**
2. Resume.

REQUIREMENTS PRIOR TO STARTING EMPLOYMENT:

1. The successful candidate must submit a recent (completed within 3-months) Vulnerable Sector CPIC, **at own expense;**
2. The successful candidate must submit immunization records and a negative TB skin test, **at own expense;**
3. The successful candidate must submit First Aid/CPR certificate;
4. The successful candidate must submit a copy of applicable educational qualifications (certificates, diplomas, degrees, etc.).

Submit all mandatory documentation to hr.recruitment@oneida.on.ca.

- Late applications will not be accepted.
- All applications will be screened according to the above qualifications, including a full and complete application as requested.
- **Only those selected for interview will be contacted.**
- A registered member of a First Nation as per Section 16(1) of the Human Rights Act, is preferred.
- Oneida Nation is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require accommodations, please contact Human Resources.

To request a full job profile, contact the Human Resources Department at 519-652-3244 ext. 827 or by email

hr.recruitment@oneida.on.ca.

“People of the Standing Stone”

www.oneida.on.ca