



CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

EMPLOYMENT OPPORTUNITY

ECE – SHORT TERM (MAT LEAVE COVERAGE) – JANUARY 2026

PROGRAM AREA:	HEAD START/DAYCARE
POSITION TITLE:	EARLY CHILDHOOD EDUCATOR/CLASSROOM ASSISTANT
REPORTING PROTOCOL:	REPORTS TO THE HEAD START DAYCARE MANAGER

POSITION: The ECE/Classroom Assistant will be working within the Head Start/Day Care program to assist in delivering a comprehensive, developmentally appropriate education program in coordination with Head Start/Day Care program components to families and children aged 0 to five years of age.

EDUCATION/PROFESSIONAL REQUIREMENTS:

- Early Childhood Educator Diploma
- Registered with the College of Early Childhood Educators
- Valid First Aid and CPR Certificate
- Valid Criminal Reference Clearance and Vulnerable Person's Check
- Proof of Up-to-date Immunization Record
- Provide an up-to-date Health Assessment
- Valid driver's license and own transportation (an asset)
- Must adhere to the Employment manual of the Chippewas of Kettle & Stony Point First Nation

SKILLS REQUIRED:

- Knowledge of Aboriginal Head Start components. (Asset)
- Knowledge of the Ojibwe culture and language (Asset)
- Knowledgeable of resources available to children 0-6 years of age and their families.
- Excellent communication skills, both written and verbal
- Excellent time-management skills, the ability to follow a schedule and the ability to prioritize workload requirements.
- Ability to work collaboratively with the centre staff and other service providers/professionals.
- Ability to work in a team atmosphere, as well as independently and collaboratively.
- Ability to work with families and community in a sensitive, caring and confidential manner.
- Ability to respond to an emergency or crisis situation, should one arise.
- Must be flexible in hours of work, including evenings.

PREFERENTIAL HIRING REQUIREMENTS:

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their Diploma and other related certificates.
- Applicants must consent to a full background check upon hiring.

**PLEASE SUBMIT YOUR COVER LETTER AND A DETAILED RESUME
BY CLOSING DATE: POSTED UNTIL FILLED**

TO: Chippewas of Kettle & Stony Point First Nation,
ATTN: **Human Resources: ECE/Classroom Assistant – Short Term**
Email to: hr.assistant@kettlepoint.org
Mail to: 6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1
Fax: 519-786-2108

A full Job Description is available please contact the Wyonna Bressette at hr.assistant@kettlepoint.org or call 519 786 2125 ext. 115 Interviews will be scheduled shortly after the closing date.

ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT