



# OCHAPOWACE

P.O. Box 550, Whitewood Saskatchewan, S0G 5C0

*“to be independent, proud, prosperous, unified nation, with our own culture, values, language and land” (Ochapowace Vision Statement)*

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*Ochapowace Nation is a progressive nation, developing the economy, enhancing youth development through education and sports, creating an environment of safety and well-being for members, establishing a professional, successful organization as an employer of choice, and creating an effective governance system.*

**Position Title:** Daycare & Headstart Childcare Provider

**Unit:** Education

**Status:** Full-Time  
**(10 Month Term)**

**Posting Date:** May 10, 2018

**Closing Date:** May 24, 2018 by 4:30p.m.

**Job Summary:** The Daycare & Headstart childcare provider reports to the Daycare & Headstart Coordinator and is responsible for assisting in the supervision of the children at all times, communicating with the parents, carry-out programs and maintain a positive learning environment.

**Education and experience:** Preference will be given to candidate with a grade twelve (12) diploma and/or Certificate in Early Childhood Development would be an asset. Must have a valid driver's license and reliable vehicle. First Aid and CPR certificate.

**Knowledge, skills and abilities:** Ensure that all children are supervised at all times, Assist children with personal hygiene, set behavioral limits and use effective communication techniques, Record children's arrival and departure as well as any changes in schedules or special instructions regarding each child, develop and maintain a cooperative relationship with other staff, parents and children, participate in staff meetings, maintain a friendly atmosphere for the children, parents and staff, assist the other childcare providers if needed, other duties as requested by the daycare coordinator, abide by Ochapowace First Nation Employee Policy Manual.

Criminal Record Check and Prohibited drug test is required if selected.

**Please send your resume and cover letter, with three (3) references to:**

Michelle Delorme, Human Resource Assistant

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