



# OCHAPOWACE

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

### Ochapowace Nation – Job Posting

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Position: **LITERACY LIBRARIAN ASSISTANT**

Status: **Full-Time Position**

#### **JOB SUMMARY:**

The Literacy Librarian Assistant shall work under the direction and guidance of the Literacy Catalyst/Inclusive Education classroom teachers and as needed by the Director of Education. The principal shall assign the tasks and duties and the teachers whom the Literacy Librarian Assistant are responsible to report to and work for. The Librarian Assistant shall be willing to take direction from professional staff, and work with children in a caring, understanding, helpful, sensitive, and pleasant manner.

The librarian assistant function is to assist staff in locating, resourcing, organizing, and itemizing needed literacy materials for curricular classroom enhancement. Several of the tasks are delegated by the Literacy Catalyst/Inclusive Education Teacher.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must be friendly, patient, dependable, and possess a professional demeanor.
- Ability to interpret and implement the organization's policies and procedures.
- Excellent multi-tasking and decision-making skills.
- Communicate clearly and concisely orally, and in writing.
- Must be flexible and able to work well independently and with a team.
- Knowledge about Ochapowace First Nation, and First Nation culture and traditions.

#### **EDUCATION AND EXPERIENCE:**

- Must have a minimum grade 12 education and/or 3 years' work experience.
- Will train successful candidate re: Library Functions, Processing etc.
- WHIMIS, First Aid & CPR Certificate
- valid driver's license and reliable vehicle.
- A Vulnerable Sector/Criminal Record Check and clean drug test will be required, for the successful candidate.

**Selection Process:** *Candidates will be selected for this position on the basis of their skill, ability, experience and qualifications as identified in the resume.*

**Application Deadline: September 22, 2023 @ 4:30 p.m.**

Please send your **Cover letter** and **Resume**, with **three (3) References** to:

[hr@ochapowace.ca](mailto:hr@ochapowace.ca)