



# Hiawatha First Nation

## EMPLOYMENT OPPORTUNITY

<b>Position Title:</b>	<b>Summer Student – Registered Early Childhood Educator Assistant</b>
<b>Location:</b>	<b>Hiawatha, ON</b>
<b>Duration:</b>	<b>Full-Time-Term (8 weeks – 35 hours a week)</b>
<b>Posting Deadline:</b>	<b>June 17, 2021 at noon</b>
<b>Tentative Interview Date:</b>	<b>June 22, 2021</b>
<b>Salary Range:</b>	<b>\$14.25/hour</b>

### **About Us:**

Hiawatha First Nation provides services to the citizens of Hiawatha. These services include health, social, administrative, membership, public works, lands and education. It is essential that these services are provided in a way that supports the Hiawatha's vision statement and the 7 Grandfather teachings of humility, honesty, bravery, wisdom, truth, respect and love.

### **Position Summary:**

The Summer Student – RECE Assistant position will provide assistance to the Registered Early Childhood Educators at the Hiawatha Child Care Centre. This position will assist in the room and in the yard ensuring the safety of children, playing and reading with children, cleaning child care areas and other duties as assigned. The incumbent must follow the strategic plans of the organization, adhering to the HFN vision and values.

### **Reporting:**

This position will report to the Child Care Centre Supervisor.

### **Summary of Main Responsibilities:**

- Assisting RECE with child care
- Cleaning child care spaces and toys
- Assisting in preparing activities
- Responding to children in a way that is conducive to a positive child care environment
- Other duties as assigned
- Promote the vision, mission and values of Hiawatha First Nation

### **Requirements:**

- Must meet all funding requirements
- Must be between the ages of 15-29
- Must be returning to school in the Fall 2021
- Must provide a satisfactory CPIC Reliable
- transportation

### **Knowledge, Skills and Abilities:**

- Ability to work as an individual and as part of a team
- Excellent communication (oral, electronic and written)
- Excellent organizational, time and file management skills
- Proactive problem solver with excellent conflict resolution skills
- Ability to work with small children, lots of patience
- Able to work outside in summer climates and standing for long periods

- Able to bend, sit and stand

**Behavioural Competencies:**

- Must be willing to work diligently when scheduled
- Must maintain strict confidentiality
- Be honest, respectful and trustworthy
- Be a team player
- Possess cultural awareness and sensitivity
- Be creative and flexible
- Demonstrate sound work ethic
- Proven ability to work with people of diverse education, cultural and language backgrounds

**Application Process:**

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail:	Hiawatha First Nation 431 Hiawatha Line Hiawatha, ON K9J 0E6 ATTN: Zachary Friar, Human Resources Coordinator
By email:	<a href="mailto:hr@hiawathafn.ca">hr@hiawathafn.ca</a>
By fax:	705-295-4424

For more information or a detailed job description, please contact Zachary Friar by email at [hr@hiawathafn.ca](mailto:hr@hiawathafn.ca)

To find out more about Hiawatha First Nation, please visit our website at [www.hiawathafirstnation.com](http://www.hiawathafirstnation.com)

- *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- *Hiawatha is grateful for all that show interest, however, only those chose for an interview will be contacted*
- *Late applications will not be considered*
- *Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Hiring Policy*