



Siksika Family Services Corporation
SIKSIKA DAYCARE
Siksika Daycare Child Development Assistant
East/West Daycare



Contract
Closing Date: OPEN until position is filled.
07/2025

General Statement of Position:

This position is in an entry level position responsible for providing a safe, caring and developmentally appropriate early learning environment for children between the ages of six (6) months and six (6) years of age. The Child Development Assistant uses the Siksika Family Services Corporation Daycare Centers vision, mission and philosophy, as well as their programs and policies to assist other childcare workers and help to maintain the standard of exceptional quality care that contributes to the overall success. In addition, the Level One Child Development Assistant will fulfill general housekeeping duties.

Reports: West/East Daycare Supervisor/ Daycare Director

Duties & Responsibilities:

- Ensure Safety and welfare of each child.
- Maintain a developmentally appropriate learning environment for children 6 months to 6 years.
- Perform and be responsible for housekeeping tasks and all duties outlined in the daily shift/schedule requirements for each daycare room
- Maintain close communication with the staff on the development and progress of each child
- Maintain compliance to daycare policies, procedures and licensing requirements.
- Maintain close communication with staff on the development and progress of each child
- Ensure the safety and maintenance of the equipment and toys to ensure standards are met
- General knowledge of cleaning and sanitizing techniques, cleaning solutions and equipment.
- Ensure appropriate facility cleanliness at all times
- Attend and participate in all staff meetings, recommended training programs and conferences
- May be required to stay after hours for shift coverage and job-related meetings
- Willing to keep current and update professional development through books materials and resources available
- Communicate and interact positively and appropriately as a team member with colleagues
- Encourage participation of childcare staff in solving problems
- Protect the privacy and confidentiality of information pertaining to families, children, team members, and all issues regarding Siksika Family Services Corporation and Daycare

For full Job Description please email HRM@siksikafamilyservices.com

MINIMUM QUALIFICATIONS:

Knowledge, Skills & Abilities:

- Interest in Early Childhood development stages and current childcare practices, including traditional teachings and protocols.
- Possess knowledge of Indigenous or Siksika culture, language and history.
- The ability to speak Blackfoot is an asset
- Possess compassion and humor to be able to acquaint with children and their interests in a stressful environment.
- Must be bondable, an excellent team player, ability to relate to children with a cheery encouraging demeanor, polite and professional to fellow colleagues, parents, and community.
- Initiate, establish and maintain a continuing positive and supportive relationship with parents
- Ability to recognize the need for repairs and the quality of work required

Education and Experience:

- High school diploma or GED Equivalency
- Must be at least 18 years of age
- Must have a level one child development assistant certificate with at least 6 months related childcare work experience
- Must possess a valid Standard First Aid Certificate and training in Cardiopulmonary Resuscitation (CPR) and Child and Infant CPR
- Valid Alberta class 5 driver's license
- Clean drivers abstract

Resumes and cover letters should be emailed to hrm@siksikafamilyservices.com

Please quote Job Title on your cover letter.

IMPORTANT: All applications **must** be complete and include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Driver 's License.

We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.