



Siksika Family Services Corporation
SIKSIKA DAYCARE
Siksika Daycare Child Development Worker
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 to: West/East Daycare Supervisor/ Daycare Director

Duties & Responsibilities:

- Ensure Safety and welfare of each child.
- Facilitate cognitive, language, social, emotional, creative and physical development of children 6 months to 6 years.
- Support the development, implementation, and evaluation of standardized childcare programs to ensure high quality care which meets the needs of all children, utilizing clear and concise routines rules and limits in a Siksika culturally enriching environment.
- Maintain interesting and imaginative teacher-centered and child-centered activities for the needs of each individual child and group needs.
- May take on the role of room supervisor
- Maintain close communication with the Daycare supervisor on the development and progress of each child, and issues regarding daycare.
- Perform and be responsible for housekeeping tasks and all duties outlined in the daily shift/schedule requirements for each daycare room
- Maintain compliance with daycare policies, procedures and licensing requirements.
- Maintain close communication with staff on the development and progress of each child
- Always 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.
- Always ensure appropriate facility cleanliness.
- Familiarity with common guidelines to children's health include nutritional requirements, infectious diseases and infection control.
- Knowledge of and adherence to universal precautions
- Must be willing to acquaint him/herself with all departmental and nation policies which relate to position
- Knowledge and ability to adhere to provincial Health and Safety statutes and regulations.
- Ability to recognize the need for repairs and the quality of work required
- May be responsible for opening and closing daycare center when scheduled
- Ability to drive daycare fleet vehicles to purchase and pickup supplies if required
- Knowledgeable with current IT communication tools such as email, cell phone, and computers and computer software (i.e. Word, Excel, PowerPoint) considered an asset.

For full job description please email HRM@siksikafamilyservices.com

Education and Experience:

- High school diploma or GED Equivalency
- 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.