



Siksika Family Services Corporation
SIKSIKA DAYCARE CENTER
Child Development Assistant (Level 1)
Part-time or Full-time
Siksika, AB
08/2026



OVERVIEW: This position is an entry level position responsible for providing a safe, caring and developmentally appropriate early learning environment for children between the ages of six months and six years of age. The Child Development Assistant uses the Siksika Family Services Daycare Center's 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 Daycare's overall success.

REPORTS TO: Daycare Supervisor & Daycare Director

DUTIES AND 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 the daycare room.
- Maintain compliance to daycare policies, procedures, and licensing requirements.
- Maintain close communication with the staff on the development and progress of each child.
- Ensure the safety and maintenance of the equipment and toys at all times.
- General knowledge of cleaning/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.
- Communicate and interact positively and appropriately as a team member with colleagues.
- Protect the privacy and confidentiality of information pertaining to families, children, team members and all issues regarding Siksika Family Services Corporation and Daycare.
- Able to relate well and communicate positively in a respectful manner with families, children, and team members in daily interactions
- Plan and implement a suitable program to ensure high-quality care and to meet the needs of all children, utilizing clear and concise routines, rules and limits.
- Support planning and the development of annual program goals and objectives for the daycare.
- Responsible for opening and closing the centers when scheduled on shift.
- May need to support both daycare centers when additional help is required at one site.
- Perform other duties as required or assigned by the Daycare supervisor or Director.

For full Job Description please email hrm@siksikafamilyservices.com

EDUCATION AND EXPERIENCE:

- High School Diploma or GED equivalency
- Knowledge of Siksika Blackfoot culture, history, and language is an asset.
- Must have a minimum Level One Child Development Assistant Certificate with at least 6 months related childcare work experience.
- Standard First Aid and Child & Infant CPR.
- Valid Alberta Driver's License Class 5 & clean Drivers Abstract.

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

Please quote Child Development Assistant Level 1 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 Vulnerable Sector Check
3. Clear Child Intervention Record Check.

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