



Daycare Responsible Adult Employment Opportunity

The Ditidaht First Nation is pleased to invite qualified applicants to apply to the permanent, full-time position of **Daycare Responsible Adult**.

This position is a member of the daycare team and reports to the Early Childhood Educator. The **Daycare Responsible Adult** is responsible for supporting Daycare staff in providing quality of care and education to children enrolled in the Daycare.

Duties And Responsibilities

- Provides care and mature guidance to children and maintains a safe and nurturing learning environment in the day care, on fieldtrips or other day care sponsored activities;
- Assists in cleaning and sanitizing duties including toys, furniture, equipment, supplies, bathrooms and coat room as per the daily cleaning schedule; Performs general housekeeping duties such as laundry, cleaning after mealtime, and supply organization;
- Assists with art/crafts, reading with the children, playing (indoor and outdoor);
- Supervises indoor and outdoor play (including field trips)
- Attends relevant departmental meetings and events as required and training identified by the Early Childhood Worker to enhance program services;
- Presents a professional, positive and helpful attitude at all times when interacting with children, families, community and co-workers;
- Promotes a safe work place; ensures that all established safety procedures are followed;
- Carries out other duties essential to the position as directed by the Early Childhood Worker.

The **Daycare Responsible Adult** maintains strict confidentiality in performing their duties and demonstrates the following personal attributes: Integrity, Respect and Unity, Trust, Honesty, Compassion, and Accountability.

Education and Experience

- Responsible Adult Level One certificate; and
- Completion of grade 12 or GED;
- Must be at least 19 years of age;
- Experience working in a group child care setting an asset;
- Level 1 FoodSafe certificate an asset;
- Possession of a valid WHMIS certificate an asset;
- Valid Child Safe first aid and CPR certificate as per the Child Care Licensing requirements;
- Clean criminal record check with Vulnerable Sector required;
- Valid BC Class 5 drivers' licence with clean drivers abstract an asset.

Knowledge, Skills, and Abilities

- Strong interpersonal, communication, and organizational skills;
- Ability to connect and build relationships with children in a positive way to encourage engagement and participation and have fun;
- Ability to support and work collaboratively with staff;
- Ability to work independently with limited direction,
- Ability to maintain strict confidentiality and to exercise sound judgment and discretion when dealing with sensitive issues;

Qualified applicants are invited to email their resumes to Marina Rayner, Interim Administrator at admin@ditidaht.ca. Posting will remain open until position is filled

Thank you for your interest in this position, only those short listed will be contacted further.