



## BEHAVIOURAL HEALTH FOUNDATION

Box 250, 35 ave de la Digue

St. Norbert, MB R3V 1L6

Phone: (204) 269-3430

Fax: (204) 269-8049

<b>Position</b>	<b>Childcare Assistant - Heritage Daycare Center</b>
<b>Employment type</b>	Part Time, Casual/On call
<b>Salary</b>	\$17.04 to \$17.17
<b>Shift / hours</b>	Up to 25 hours a week

The Behavioural Health Foundation is accepting resumes for the position of part time Childcare Assistant in the Heritage Daycare Center. The Daycare center is part of an integrated addictions and co-occurring mental health issues treatment program for adults and families.

The candidate will work with infants, preschoolers and school age children as needed.

### RESPONSIBILITIES AND DUTIES:

- Childcare Assistant will be responsible for assisting Early Childhood Educators, implementing planned programming and ensuring the safety and well-being of children at all times
- Adhere to all relevant policies and procedures.
- Supervise and assist children during indoor and outdoor activities.
- Perform other related duties as assigned.

### QUALIFICATIONS (EDUCATION AND EXPERIENCE):

- Must obtain child care assistant classification and must complete a 40 hour approved early learning / childcare introductory course within the first year of employment.
- Respect, patience and experience with children (infants, preschool, school age) are essential.
- Knowledge of Indigenous heritage, culture, spirituality, customs, and language will be considered an asset.
- Knowledge and experience in applying developmentally appropriate strategies to support the physical, social and behavioral needs of children.
- Demonstrated ability to develop rapport with children, on a one-to-one basis and in group settings.
- Demonstrated ability to problem-solve, to interpret situations accurately and to respond appropriately and responsibly.
- Must be willing to participate in required trainings.

### CONDITIONS OF EMPLOYMENT:

- Satisfactory Criminal Record Check, including Vulnerable Sector Search.
- Clear report from the Child Abuse Registry.

- Continued employment is subject to maintaining legal eligibility to work in Canada.
- Valid Manitoba Driver's License and current Driver's Abstract.
- Must be able to work in a fast-paced environment.
- Must demonstrate a strong work ethic and be reliable.
- Must adhere to confidentiality when working with sensitive information.

**Application Procedure:**

Send resumes, cover letter and references at [lilliank@bhf.ca](mailto:lilliank@bhf.ca) or fax to 204-269-8049.

**Closing Date: Monday, September 25, 2023 – Or Until Filled**

We thank all applicants for their interest; however only those selected for further consideration will be contacted.