



BEHAVIOURAL HEALTH FOUNDATION

35 avenue de la Digue
St. Norbert, MB R3V 1L6
Phone: (204) 269-3430
Fax: (204) 269-8049

Position	Childcare Assistant
Department/Program	Daycare centre
Employment type	Part Time, Casual
Shift / hours	Availability between 8:30 am to 8:30 pm
Salary	without 40-hour course \$17.81/hour with course \$19.97/hour
Posting Date	September 11, 2026
Closing Date	September 30, 2026 <i>(or until the position is filled)</i>
Number of Openings	1

ABOUT US

The Behavioural Health Foundation (BHF) is a Therapeutic Community providing long-term bed-based treatment for adults and family units experiencing issues related to substance use and co-occurring mental health concerns. Programming includes individual and group counselling and focuses on wholistic person centered wellness. Adult education, employment development and life skills are key components of supporting residents to move to healthier coping and life choices.

BHF is one of the few programs where adults can enter with their children or reunify with children not in their care while they are in the program. With dedicated childcare and K-6 education on site, the program offers healing opportunities for the whole family. The Indigenous Services at BHF offer Traditional Teachings and Ceremonies to residents and community members. Traditional healing in a trauma informed environment has strengthened many members' success in changing their lives. The Outreach team supports members working to maintain healthy choices as they transition back into their communities.

visit www.bhf.ca to learn more about our program.

JOB SUMMARY

A childcare assistant will be responsible for assisting in the planning and daily implementation of the programs.

QUALITIES AND QUALIFICATIONS

- Complete Grade 12 education and classification as a childcare assistant.
- Good written and oral communication skills needed.
- An understanding of addictions and the effect on children.
- Knowledge and understanding of Indigenous history, culture, practices, customs, and beliefs.
- Able to work with minimal supervision and exercise mature judgment.
- Ability to work independently and in a team environment.
- Must be self-motivated and well organized.

SUMMARY OF JOB DUTIES AND RESPONSIBILITIES

- Assist in supervision of all children and in ensuring that all children are accurately signed in and out at each attendance period.

- Assist in preparing daily activities based on the individual needs and characteristics of the children in the program, providing appropriate stimulation and nurturing.
- Ensure the safety and well-being of children at all times.
- Assist in the cleanliness and the maintenance of the facility.
- Maintain a supportive and interactive rapport with parents.

CONDITIONS OF EMPLOYMENT:

- Satisfactory Criminal Record Check with vulnerable sector check and child abuse registry check (no older than three months)
- A valid driver's license with a reliable vehicle and a satisfactory drivers abstract.
- Must be legally entitled to work in Canada.
- Mental Health First Aid Certificate is considered an asset.
- Valid First Aid / CPR Certification an asset
- Must be able to work in a fast-paced environment.
- Must demonstrate a strong work ethic and be reliable.
- Maintain strict confidentiality guidelines regarding all clients, conversations, and referrals.

BENEFITS

- Fully employer paid comprehensive benefits package (Medical and Dental, Vision, AD&D, Critical Care Coverage) for full-time employees
- 5 % matched pension program
- 3 weeks' vacation to start.
- Worker's Compensation Coverage
- Training and development opportunities
- On site Indigenous teachings/ceremonies
- Free lunch, coffee, and snacks
- On site fitness facility
- Free parking on site
- Opportunities for education agreements for job related training
- Company paid dues for employment related professional designation
- Mileage reimbursement (when applicable)
- A park-like suburban setting makes coming to work a pleasure
- Casual dress

HOW TO APPLY

Applicants can express their interest by submitting a cover letter along with their resume and salary expectations to lilliank@bhf.ca We thank all applicants, but only those being considered for an interview will be contacted.

Behavioural Health Foundation is an equal opportunity employer that pledges to uphold a workplace culture of inclusion, diversity, compassion, and respect. Behavioural Health Foundation welcomes applications from people with disabilities. Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.