



## ADAMS LAKE INDIAN BAND

### JOB POSTING

### Daycare Substitute

### (On Call Position)

#### NATURE & SCOPE OF WORK:

Reporting to and under the direction of the Daycare Manager or designate. The On-Call substitute worker will be responsible for assisting in the care of the children at Sahhaltkum Daycare Centre. Salary based on education, qualifications, and experience.

#### POSITION TASKS:

- Performs all duties and responsibilities in accordance with Adams Lake Indian Band and Sahhaltkum Daycare policies and procedures.
- Assists in performing daily routines, including organizing physical, circle, and art activities.
- Nap time, diapering/toileting, personal hygiene, field trip, meal preparation and cleanup.
- Assists in performing housekeeping duties, disinfecting, and cleaning toys and furniture.
- Assists in the arrival and departure of children, including communicating with the parents. Need to inform managers of any communication with parents.
- Familiarity/knowledge of Secwepemc language and culture an asset.

#### General Programming

- Establishes and maintains an environment that is conducive to the total development of each child that is safe, attractive, and inclusive of all children.

#### BONAFIDE OCCUPATIONAL REQUIREMENTS

- Current and acceptable Criminal Record Check. (original required)
- Flexibility is a must to adapt to changing work priorities.
- Minimum 20 hours related training.
- Completed medical clearance form.

#### KNOWLEDGE AND SKILLS

- Food Safe Certificate (an asset)
- A valid child safe first-aid certificate (an asset)
- E.C.E. or E.C.E.A. certificate (an asset)

Interested applicants please direct cover letter and resumes to:

[Rob Matthew, Education Director](#)

In person to be dropped off at the Education Department

By Fax to #250-679-8813

By E-mail to [rmatthew@alib.ca](mailto:rmatthew@alib.ca)

**DEADLINE FOR APPLICATIONS: A.S.A.P.**

Only those short listed will be notified for interviews. All applications are considered confidential.