



# AOPFN EMPLOYMENT OPPORTUNITY

## Early Childhood Assistant – Casual

**Department: Mindiwin Manido Day Care**

**Supervisor: Daycare Manager**

**\$21.00 - \$23.18 hourly - Based on Education/ Experience**

**7:30 a.m. - 4:30 p.m. - Casual - Call In Position**

**Deadline to Apply: **June 12, 2026 at 4:00 p.m.****

The Early Childhood Assistant is responsible for assisting the Registered Early Childhood Educators in developing and implementing an Algonquin culture-based child care program that supports and promotes the physical, cognitive, emotional and spiritual development of children.

### **DUTIES AND RESPONSIBILITIES:**

#### **Service Delivery**

- Assist with the planning and implementation of an Algonquin culture-based educational program in accordance with 'How Does Learning Happen?' Ontario's Pedagogy for the Early Years.
- Guide and assist children in developing self-help skills such as eating, dressing, toileting etc.
- Develop nurturing and trusting relationships with individual children.
- Promote a balanced daily routine that encourages play, exploration, and learning that includes teacher-directed and child-initiated activities both indoors and outdoors.
- Provide a stimulating learning environment by adding new and interesting materials and activities in a manner consistent with Mindiwin Manido Day Centre's program statement.
- Assist in the development, implementation, evaluation, and modification of Individual Support Plans.

**For full Job Description please email [hr@pikwakanagan.ca](mailto:hr@pikwakanagan.ca)**

### **REQUIREMENTS:**

- High school diploma with a minimum of two (2) years of experience working with children ages 18 months to 6 years in a childcare setting.
- Demonstrates ability to encourage children to express themselves by listening and responding with questions or comments that extend conversations and encourage language development.
- Demonstrates ability to create an environment conducive to learning and appropriate to the physical, social, intellectual, cultural, and emotional development of the children with an emphasis on language development.
- Awareness of the importance of Algonquin traditions, practices and knowledge of the Algonquin people and culture
- Preference will be given to candidates who possess an Early Childhood Education (ECE) diploma and/or are registered with the College of Early Childhood Educators.

### **CONDITIONS OF EMPLOYMENT:**

- An acceptable Criminal Records Check and Vulnerable Sector Check; annually.
- Certificate of medical health by a physician and complete record of immunization; annually.
- Current First Aid and CPR "Level C" AED certification; annually

## How to Apply

- Cover Letter
- Current Resume
- Three (3) professional/work-related references that include name, phone number and email address.

### Submit to:

Human Resources Department  
Algonquins of Pikwakanagan First Nation  
1657A Mishomis Inamo, Pikwakanagan, Ontario, KOJ 1X0

hr@pikwakanagan.ca

### Subject Line: Early Childhood Assistant – Casual

Please allow for 24 hours to receive a 'Confirmed Receipt' of your application submission should you apply via email.

**Application Procedure:** Interested persons must submit a resume demonstrating that they meet the requirements outlined and the names and day contact telephone numbers of three (3) professional references.

**Screening Procedure:** Applicant must not be a member of the supervisor's immediate family. The best qualified candidate will be defined and determined so as to include the following: Provided the candidate meets the basic requirements of the position and is deemed qualified following the interview process, preference will be given to:

- a) the qualified indigenous person who is an Algonquin; then to,
- b) the qualified indigenous person; then to,
- c) the qualified non-indigenous candidate.

**Interviews:** Interviews will be conducted in-person or virtually by Teams Meeting. AOPFN has the right to shortlist for interview/assessment purposes of the five (5) most qualified persons and typically establishes an eligibility list.

## What Algonquins of Pikwakanagan First Nation Offers:

- Pension Plan
  - (Permanent EE only)
- Paid Sick Days
- 4% Vacation
- Holiday Shutdown
  - (Conditions Apply)
- 14 Provincial and Federal Statutory Holidays
- Health Spending Account (Dental, Vision, Prescriptions, etc.)
- Milestone Recognitions & Rewards
- Half days on Fridays prior to holiday Mondays
  - (Conditions Apply)

We are committed to achieving employment equity and developing a highly capable workforce that is representative of Canadian Society. We therefore encourage women, Indigenous peoples, persons with disabilities, and members of visible minority groups to apply and declare themselves as part of one or more of the above mentioned Employment Equity Designated Groups.

AOPFN is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the recruitment representative in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.