



## ECE Assistant

*Makonsag is embarking on a Journey Together with the Indigenous Community to develop and offer a full day, culturally based, licensed early learning and care for 49 children including infants, toddlers and preschoolers. This will be a land-based program for learning Indigenous traditions, values and principles - protecting the land and respect for life. There will be an onsite cook serving traditional foods and the program will be in a newly renovated building located on Courtwood Ave., off Woodward and Maitland.*

*Would you like to work in a community that fosters the holistic growth of indigenous children? Do you have experience in the indigenous community, identify as an Indigenous person, have an interest in learning more about the indigenous culture? Makonsag, a licensed childcare centre, is expanding services in Ottawa. We are looking for multiple ECE assistants to join our growing team! As an ECE Assistant, you will assist the Early Childhood Educators in providing a nurturing, healthy, safe, learning environment to meet the needs of children in the group setting.*

**Available from:** September 3<sup>rd</sup>, 2019 (the program will be opening December 2019)  
**Salary:** \$18.36 to \$19.47 per hour  
**Hours:** 35 hours per week  
**Location:** Courtwood Avenue  
**Closing date:** August 16<sup>th</sup>, 2019  
**Apply:** E-mail: [hr@makonsag.ca](mailto:hr@makonsag.ca)

*Please note Andrew Fleck Children's Services has been engaged to provide the recruitment services for this position on behalf of Makonsag. Please forward all applications to: [hr@makonsag.ca](mailto:hr@makonsag.ca).*

*(PLEASE INDICATE ECE ASSISTANT IN THE SUBJECT LINE OF OF YOUR EMAIL APPLICATION AND YOUR PREFERRED AGE GROUP e.g. INFANT, TODDLER, PRESCHOOL)*

### Benefits of Working at Makonsag

- ✓ Work directly in your community with Indigenous children
- ✓ Continuous opportunities for professional growth, including a robust initial orientation: introduction to traditional knowledge, cultural awareness and safety, the Child and Nature Forest Practitioner certification, visits to other indigenous programs and much more
- ✓ Celebrate cultural teachings and incorporate in program curriculum
- ✓ Exciting professional development opportunities in Ottawa, Ontario and throughout Canada!
- ✓ Cultural connections with Indigenous Early Learning community
- ✓ Competitive salary and benefits
- ✓ Opportunities to participate in other projects, community outreach and educational environments

### In this role you will...

- Meet children's needs for continuance of care, routines and education in the absence of regular caregiver
- Implement program plans daily as established or modified
- Help set up areas for planned activities and provide a welcoming and nurturing environment
- Observe children's behaviour and level of participation and advise supervisor of observations, concerns and suggestions if requested
- Attend to physical needs of children
- Assist in maintaining a healthy and safe environment
- Ensure positive communication with parents

### To qualify for this role you have...

- ✓ Clear Police Record Check (Vulnerable sector) completed in the last 6 months
- ✓ Current Standard First Aid and CPR certification (cannot be expiring before September 2019)
- ✓ Immunization records (TDP, MMR, TD current in last 10 years) completed at least two (2) weeks before the start of employment, unless seeking exemption
- ✓ Evidence of a recent physical exam by a licensed medical professional (to be sent within the first month of employment)
- ✓ Previous experience assisting in early learning and care environments or working directly with children
- ✓ Demonstrate understanding of licensed group care environment
- ✓ Knowledge of Indigenous culture and traditions
- ✓ Knowledge of and sensitivity to the needs of indigenous children and families
- ✓ Proven ability to work closely with other team members
- ✓ Sensitivity and respect for individual and cultural differences
- ✓ Adequate energy level and ability to meet the physical demands of the job
- ✓ Strong verbal and written communication skills, Indigenous language is an asset
- ✓ Early Childhood Education diploma or degree from a recognized college or university or equivalent education

***Indigenous candidates are encouraged to self- identify. We thank all who apply for this position. Only those applicants selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources as per the Accessibility for Ontarians with Disabilities Act.***

*Thanks to Journey Together funding through the City of Ottawa/Province of Ontario. Makonsag wishes to recognize the Ministry of Education's role in funding this Indigenous-led Child Care Program Initiative and the support of the City of Ottawa through the process, as the Consolidated Municipal Service Manager (CMSM) for the City of Ottawa.*

**APPLY TODAY!**