

Helping Spirit Lodge Society

Job Description

Program: Reclaiming Our Spirit

Position: Child Care Provider

Contract: 6 hrs per week

POSITION SUMMARY:

Helping Spirit Lodge Society is a family and community oriented Society that works in partnership with parents/caregivers. The Child Care provider will work under the direct supervision of the Manager of ROS. The Child Care provider will provide informal childcare for children while their parents attend program when necessary. .

Confidentiality is an absolute must with respect to the participants whom the programs service.

REPORTS TO:

The Manager of Reclaiming Our Spirit

QUALIFICATIONS:

- Must possess a diploma, degree or equivalent in a combination of education and experience.
- Experience assessing, planning, implementing, and evaluating programs.
- Understand of the impact of children's exposure to violence
- Knowledge of and experience working within Aboriginal history, traditions and healing strategies
- Provide informal childcare as needed at Reclaiming Our Spirit
- Must work independently and as part of a team
- Strong problem solving skills
- Criminal Record Check mandatory
- Strong written and verbal communication skills
- Strong organizational skills
- Current First Aid certificate

KEY RESPONSIBILITIES/DUTIES:

- Under direction of the Manager the Child Care provider ensures that the common areas of ROS are maintained during and after child minding in an organized manner.
- Writes a daily log on all children attending the space for the purpose of reporting to our funders

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- Provides informal childcare as needed
- Provides positive and interactive communication with both adults and children who attend programming at all work sites
- Assists in preparation of activities including preparation of food items for programs on an as needed basis
- Under the direction of ROS Manager perform all other multi-task activities to ensure that the programs run smoothly and in the best interest of the parents, their children and all others who attend all programs offered by Helping Spirit Lodge Society
- Works well with other staff and volunteers at Reclaiming Our Spirit

www.helpingspiritlodge.org

Expression of interest, including and updated resume and a cover letter describing how you meet or exceed the above noted qualifications must be received by email at helping_spirit@telus.net or fax at 604-873-4402 stating competition # ROS-VOL to:

HELPING SPIRIT LODGE SOCIETY

Attn: Hiring Committee
3965 Dumfries Street, Vancouver, BC V5N 5R3

*Preference will be given to **FIRST NATION'S WOMEN** as per **SECTION 41 of the Human Rights Code.***

Only short-listed candidates will be contacted.

**** First Nation's Women strongly urged to apply. ****

Closing Date: Until position is filled.