



NIGIGOONSIMINIKAAANING FIRST NATION  
NIGIGOSIWIGIIWAAM CHILD CARE CENTRE

Invites applications for

**Teacher Assistant**

The Child Care Teacher Assistant is a full-time position, working directly under the supervision of the Child Care Supervisor. The Teacher Assistant is responsible for planning and implementing all aspects of the Child Care Program in accordance with the Early Years Act. The Child Care Assistant assists in all program areas.

Key Responsibilities:

- Work with children in a group, attending to individual needs
- Set up and supervise play areas, ensuring safety and cleanliness
- Manage toy and craft supply inventory
- Assist with daily routines such as washroom breaks, meals, and naps
- Organize activities both indoors and outdoors
- Communicate with parents and attend events such as parent-teacher meetings and special activities
- Take attendance and maintain safety protocols
- Assist with the smooth operation of the Child Care Centre in the supervisor's absence
- Participate in staff meetings and other administrative duties as needed

Qualifications and Knowledge:

- Community College diploma in early childhood education or child development.
- High School Diploma or equivalent.
- 2 years experience of supervising infants and children in a structured environment.
- Knowledge of Nigigoonsiminikaaning First Nation.
- Knowledge of Ojibway and the First Nation's culture and traditional lifestyles.
- Working knowledge of the Early Years Act and Nigigoonsiminikaaning Child Centre policies.
- Must possess a positive genuine interest in young children.,
- Possess a First Aid/CPR Certificate.
- Must successfully pass a medical examination every two years.
- Must have a valid Driver's License and vehicle access or reliable means to transportation to and from work.
- Must provide a criminal reference check that is satisfactory to the First Nation.
- Must successfully pass a drug test.

Interested candidates are invited to submit a cover letter, resume, and three professional references, open until filled. Written authorization to contact references must be included with the application.

**Nigigoonsiminikaaning First Nation**

**Attn: HR Specialist**

**RE: Teacher Assistant**

**P.O. Box 68 Fort Frances, ON P9A 3M5**

**Email: [hrrspecialist@nigig.ca](mailto:hrrspecialist@nigig.ca)**

*Nigisoonsiminikaaning First Nation is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. While we appreciate all who apply, we only contact those persons selected for an interview. Miigwech, thank you!*