



## Employment Opportunity Limited Competition

Tłıchq Government invites all qualified candidates currently residing in Gamètì to apply for the **Early Childhood Assistant** position and is committed to attracting and recruiting the best possible candidates for available positions. The principles of fairness, qualifications and Tłıchq citizenship guide the hiring of Tłıchq Government employees.

**POSITION TITLE:** Early Childhood Assistant.  
**DEPARTMENT:** Early Childhood Program.  
**LOCATION:** Gamètì, NT.  
**STATUS:** One (1) Full-time, permanent.  
**CLOSING DATE:** **Open Until Filled**

### OUTLINE OF THE POSITION:

The Early Childhood Assistant is responsible to assist in planning and implementing programs to care for children aged 0-12 and to assist in providing information and resources to parents through drop-in play and learning opportunities to encourage healthy child development and positive parenting. The Early Childhood Assistant must ensure development and safety of these children in accordance with relevant legislation, policies and procedures.

### EDUCATION & SKILLS REQUIRED:

The Early Childhood Assistant is expected to have the following education, work experience and skills (equivalencies will be considered).

- Grade 10, experience working with children and equivalencies will be considered.
- Must be a minimum of 18 years of age.
- Satisfactory Criminal Record and Vulnerable Sector Checks (must be updated every 3 years and provide an annual statement on any outstanding criminal charges as needed)
- Up to date certification in First Aid/CPR is required and/or training will be provided.
- All Immunizations/TB Record must be up to date (with an annual medical check-up)
- Ability to speak Tłıchq; knowledge of Tłıchq history and culture; experience working with special needs children, and Class 5 driver's license are assets.
- Willingness to enroll and complete courses in an Early Childhood Certificate and Diploma, and to participate in annual professional development.
- Positive respectful attitude, flexibility, dependability, self-motivation, sound work ethic and required to follow the code of ethics of a professional childcare provider.
- Knowledge of current early childhood program practices and strategies; of social, community and other challenges experienced by children and families and of how to access community services and resources.
- Ability to work in a multi-cultural setting with children, parents, staff and community agency representatives; manage several tasks at one time; and work independently.
- Excellent interpersonal, organizational, stress management, and communication skills.

To apply, submit your resume + cover letter or to request for the Job Description, email: [jobs@tlicho.ca](mailto:jobs@tlicho.ca)