



PAYUKOTAYNO

James and Hudson Bay Family Services

HEAD OFFICE:

FINANCE

48 Jaban Street, P.O Box 209

MOOSE FACTORY, Ontario P0L 1W0

1(705)658-4471 Fax # 1(705)658-4491

ADMINISTRATION:

50 Bay Road, P.O Box 189

MOOSONEE, Ontario P0L 1Y0

1(705)336-2229 Fax # 1(705)336-2492

1-866-615-1681

EMPLOYMENT OPPORTUNITY FOR CHILD CARE WORKER TRAINEE

Job Location:

One (1) trainee for Moosonee

Position Summary:

The Child Care Worker Trainee shall be introduced and trained for the Child Care Worker position. During this time, the staff will co-manage a caseload of low risk child care files as well as perform clerical/administrative tasks for their files and provide assistance to other Child Care Worker Staff. The most important task of the Trainee will be to learn the processes, procedures and policies of the Child Care Department in order to become a fully functional member of the Child Care Team.

Qualifications/Requirements:

1. Post-secondary student in a related field
2. Relevant work experience in office setting
3. Computer skills with direct experience in MS Word and Excel programs
4. Excellent organizational skills and demonstrated ability to work independently and as part of a team and to set priorities and work under pressure.
5. The ability to communicate effectively, both written and verbal.
6. Ontario Secondary School Diploma
7. Valid Class "G" Drivers' License or "G2" with eligibility to obtain "G" in near future
8. Clear Vulnerable Sector Check

Salary:

\$27/hour + 4% vacation pay in lieu of benefits

Duration:

6-month term with the possibility of permanent full-time

To apply:

Submit a cover letter, resume and two (2) recent employment references (with permission to contact), quoting **Competition #130-21**

Submit Application to:

Director of Human Resources

Payukotayno: James & Hudson Bay Family Services

PO Box 189, Moosonee, ON P0L 1Y0

Email: hr@payukotayno.ca

Fax: (844)444-0627

Deadline for Applications: October 21, 2021

Job Descriptions are available upon request.

ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

We are an equal opportunity employer. If you require a disability related accommodation in order to participate in the recruitment process, please contact the Human Resources Department.