



PAYUKOTAYNO

James and Hudson Bay Family Services

POSITION TITLE	Child Care Trainee (2 positions)
DEPARTMENT	Child Care
REPORTS TO	Services Supervisor – Child Care
CLASSIFICATION	6-month Term, with possibility of full-time
LOCATION	(1) Moose Factory, ON; (1) Moosonee, ON
POSTING DATE	October 27, 2023
CLOSING DATE	November 17, 2023 @ 4:30 p.m.
COMPETITION NUMBER	217-23

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 (preferred)
8. Clear Vulnerable Sector Check
9. COVID-19 Proof of Vaccination is mandatory

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

To apply: Submit a cover letter, resume and three (3) recent employment references (with permission to contact)

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

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 to participate in the recruitment process, please contact the Human Resources Department