



GEORGIAN BAY NATIVE WOMEN'S ASSOCIATION  
562 King Street Midland Ontario L4R 4P3  
Phone (705) 527-7043 Fax (705)527-4513

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## **Employment Opportunity Community Action plan for Children Program**

**Position: Community Action plan for Children (CAPC) Assistant**

**Starting Date: As soon as Possible**

**Salary: \$15.50/Hour 24 hours a week until March 31, 2023, with possibility of extension with benefits.**

**Closing Date: January 24, 2023**

### **JOB SUMMARY:**

The Community Action Program for Children Assistant will provide quality programs and services to encourage and enhance the mental, physical, emotional, and spiritual well-being of Indigenous children aged 0-6 years of age. This individual will provide professional services utilizing culturally and wholistic approaches to improve the health outcomes of GBNWA's Indigenous children aged 0-6. This employment position will be governed by the Georgian Bay Native Women's Association Personnel Policy and Procedures and the Georgian Bay Native Women's Association financial regulations policy. This position requires the individual to demonstrate exemplary work habits (punctuality, attendance, flexibility) and overall commitment and loyalty to the success of the Georgian Bay Native Women's Association.

### **RESPONSIBILITIES:**

- Conduct regular assessments of the needs of Indigenous families within the GBNWA catchment area. Regular monitoring of these needs assessments will ensure effective program delivery.
- Planning and development of culturally appropriate programs for Indigenous families and children, using a wholistic approach.
- Such programs may include but not limited to; Traditional rights and obligations associated with becoming a parent, programming with a focus on the mental, physical, emotional, and spiritual well-being of Indigenous children aged 0-6 years.
- Support early childhood helpers in carrying out programs that promote the physical, cognitive, emotional, and social development of Indigenous children.
- Engage children in activities by telling stories, teaching songs, and preparing crafts
- Prepare snacks and arrange rooms or furniture for lunch and rest periods
- Assist with proper eating, dressing and toilet habits



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- The CAPC Assistant will be responsible for all aspects of research, planning, development, facilitation, execution, and finalizing of all programs that they undertake.
- Serve as a resource person for clients seeking information and support in issues surrounding children.
- Maintain accurate and formal records and statics for all programs
- Maintain accurate and formal financial accountability for all program expenditures associated with their program functions.
- Develop and complete reports may be required for the CAPC funding agency.
- Develop and complete reports for submission to the Board of Directors and Team Leader, on weekly and monthly basis.
- Provide detailed weekly accounting of hours worked through submission of a well-documented time sheet and work schedule.
- Must be willing to travel for and to attend any professional development initiatives as may be deemed appropriate for this position.
- Must maintain a High Level of confidentiality and discretion to protect the integrity of the client/worker relationship.
- Any other duties as may be deemed necessary by the board of Directors and or Team Lead.

**Qualifications**

- Required Abilities and Qualifications:
- Possess a grade 12 diploma or equivalent
- Must possess a valid driver's license and reliable transportation
- Must possess and demonstrate knowledge of Indigenous initiatives, circumstances, culture, traditions, and beliefs.
- Must possess strong interpersonal skills, excellent organizational and communication skills
- The individual must demonstrate a proficiency in all Microsoft applications including Word, Excel, Power Point and Publisher.
- Must possess and maintain for the duration of employment, a clear Criminal Reference Check (CPIC) and Vulnerable Sector Search (VSS).

Please submit your Resume, Cover Letter and 3 References to

Attention: Sheri Charlebois

[riscp@gbnwa.ca](mailto:riscp@gbnwa.ca)

**Closing date January 24, 2023**