



miskanawah
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Child Development Assistant

Location:	Calgary, AB
Position Type:	Full-time
Hours:	Monday-Saturday (37.5 hours/ week)
Program:	Family Resource Network

Position Summary:

Miskanawah is an Indigenous agency that draws jointly from the strengths and guidance of Indigenous teachings and traditions and evidence-based practices in human services, to support vulnerable children, youth and families.

Miskanawah is seeking a Child Development Assistant to work within our Family Resource Network program. The Child Development Assistant will provide developmentally appropriate, children's activities while parents are accessing other Tawaw programs. The Child Development Assistant will have expertise in child development, and experience working directly with infants and children.

Responsibilities:

- Develop, prepare and facilitate programs for children of all ages
- Reviews pertinent child registration information to ensure child's needs are met
- Supervise and monitor the safety of children in their care
- Connecting children youth and families to cultural ceremony, Elders, and other Indigenous programming
- Establish trust, relationships and connections with children and families through a trauma informed lens
- Tracking daily attendance and other pertinent information
- Maintain a safe, child appropriate environment
- Maintain and ensure confidentiality with all client information
- Maintain a presentable and tidy space
- Reports critical incidents to immediate supervisor as per Miskanawah Policy and Procedures
- Any other duties as required by your Team Lead and manager

Skills and experiences:

- Ability to prioritize, time manage, and multi-task in a fast-paced environment
- Ability to communicate effectively both verbally and in writing



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- Ability to problem solve independently
- Flexible and adaptable to new tasks
- Demonstrate sound judgement and decision-making skills
- Previous work with Indigenous families is an asset
- Ability to manage deadlines
- Strong people skills; calm under pressure
- Self-motivated, uses initiative
- Ability to maintain a high level of accuracy in reporting
- Crisis management experience an asset

Requirements:

- Knowledge of and willingness to engage in Indigenous cultural traditions
- Knowledge and understanding of FASD, healthy child/parent attachment and complex needs
- Diploma or Degree in Human Services, or a related degree with experience
- Minimum three years' experience working with children, youth and families
- Knowledge of Children's Services and child development
- Criminal Record and Vulnerable Sector Check
- Child Intervention Check
- Experience working for a Not-for-profit an asset
- Competency in Microsoft applications including Word, Excel and Outlook
- Current First Aid and CPR
- Use of a reliable vehicle with \$2,000,000 liability, permission to carry passengers and business coverage on the vehicle
- Valid driver's license and a driver's abstract with minimal demerits

We offer the opportunity to be part of a creative and positive work environment, a competitive salary, supports for professional development, opportunity for advancement, and the chance to be part of a team that supports children, youth and families to thrive within a culturally responsive community.

Please submit a cover letter and resume to careers@miskanawah.ca and reference "**Child Development Assistant**" in the subject line.