



# Tla-o-qui-aht First Nation

1119 Pacific Rim Highway Tofino, BC V0R 2Z0

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## Responsible Adult (Opitsaht)

Casual / On-Call

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### Position Summary:

Tla-o-qui-aht First Nations Education Department is seeking a Casual/On-Call Responsible Adult to support daycare personnel with tasks at the Meares Island Childcare Center.

### Key Duties and Responsibilities:

- Coordinate with staff menus for children, prepare grocery list, shop, and prepare snacks for morning, lunch and afternoon for programs; and maintain clean kitchen area.
- Prepare daily the nap areas, and clean up after nap time.
- Sanitize all high touch surfaces daily, including toys.
- Complete laundry service daily in facility.
- Assist where necessary for closing and opening procedures.
- Play interaction with children with under the guidance and supervision of Daycare personnel.
- Actively participate as a conscientious team member (with supervision) in caring for the children and in the overall operation of the program and centre.
- Maintains regular and open communication with program team members and all other co-workers.
- Maintain the play environments and storage areas in an organized and clutter-free condition.
- Participates in regular fire drills and other emergency procedures.
- May participate in ongoing professional development and attends / maintains all mandatory training requirements, as required.
- Performs other duties as may be assigned from time to time by the Child Care Manager or her/his designate.

### Preferred Qualifications / Experience:

- Completion of the Responsible Adult Program
- Food safe certificate (an asset)
- Experience interacting and working with children
- Knowledge of Tla-o-qui-aht traditional teachings and language (an asset)
- Organizational skills, verbal and written communication skills, interpersonal skills

- Problem solver, confidentiality, professional conduct, sound judgement, tactful and respectful, empathy, sympathy, patience
- Must possess a clear criminal record check for the vulnerable services sector
- Valid class five drivers license and reliable vehicle

#### Work Conditions

- Works indoors for most of the day
- Exposed to high-stress and highly sensitive situations

#### Physical requirements

- Good health, allowing one to perform physical tasks throughout the day, including bending, lifting, carrying, walking
- Must be able to stand on feet for prolonged periods of time
- May be required to lift or carry heavy items over 20 lbs
- Must be able to be mobile and visit off-site locations that can only be accessed by stairs or rough, uneven ground
- May be required to travel by car or boat

Preference will be given for a qualified Indigenous candidate.

Applications will be accepted until position filled.

Submit your resume, covering letter, and references letters to:

**Human Resources Manager, Lis Kingsley**

**Email: [jobs@tla-o-qui-aht.org](mailto:jobs@tla-o-qui-aht.org) or by Fax: 250.725.3352**

Or drop at the office in a sealed envelope at #1119 Pacific Rim Highway Tofino