



## BEHAVIOURAL HEALTH FOUNDATION

35 avenue de la Digue  
St. Norbert, MB R3V 1L6  
Phone: (204) 269-3430  
Fax: (204) 269-8049

<b>Position</b>	<b>Childcare Assistant</b>
<b>Department/Program</b>	Daycare centre
<b>Employment type</b>	Part Time, Casual
<b>Shift / hours</b>	Availability between 8:30 am to 8:30 pm
<b>Salary</b>	without 40-hour course \$16.70/hour with course \$17.51/hour
<b>Posting Date</b>	August 19, 2024
<b>Closing Date</b>	September 9, 2024
<b>Number of Openings</b>	2

### ABOUT US

The Behavioural Health Foundation (BHF) is a Therapeutic Community providing long-term bed-based treatment for adults and family units experiencing issues related to substance use and co-occurring mental health concerns. Programming includes individual and group counselling and focuses on wholistic person centered wellness. Adult education, employment development and life skills are key components of supporting residents to move to healthier coping and life choices.

BHF is one of the few programs where adults can enter with their children or reunify with children not in their care while they are in the program. With dedicated childcare and K-6 education on site, the program offers healing opportunities for the whole family. The Indigenous Services at BHF offer Traditional Teachings and Ceremonies to residents and community members. Traditional healing in a trauma informed environment has strengthened many members' success in changing their lives. The Outreach team supports members working to maintain healthy choices as they transition back into their communities.

visit [www.bhf.ca](http://www.bhf.ca) to learn more about our program.

### JOB SUMMARY

Childcare assistant will be responsible for assisting in the planning and daily implementation of the programs.

### QUALITIES AND QUALIFICATIONS

- Complete Grade 12 education and classification as a childcare assistant.
- Good written and oral communication skills needed.
- An understanding of addictions and the effect on children.
- Knowledge and understanding of Indigenous history, culture, practices, customs, and beliefs.
- Able to work with minimal supervision and exercise mature judgment.
- Ability to work independently and in a team environment.
- Must be self-motivated and well organized.

### SUMMARY OF JOB DUTIES AND RESPONSIBILITIES

- Assist in supervision of all children and in ensuring that all children are accurately signed in and out at each attendance period.
- Assist in preparing daily activities based on the individual needs and characteristics of the children in the program, providing appropriate stimulation and nurturing.
- Ensure the safety and well-being of children at all times.
- Assist in the cleanliness and the maintenance of the facility.
- Maintain a supportive and interactive rapport with parents.

#### **CONDITIONS OF EMPLOYMENT:**

- Satisfactory Criminal Record Check with vulnerable sector check and child abuse registry check (no older than three months)
- A valid driver's license with a reliable vehicle and a satisfactory drivers abstract.
- Must be legally entitled to work in Canada.
- Mental Health First Aid Certificate is considered an asset.
- Valid First Aid / CPR Certification an asset
- Must be able to work in a fast-paced environment.
- Must demonstrate a strong work ethic and be reliable.
- Maintain strict confidentiality guidelines regarding all clients, conversations, and referrals.

#### **BENEFITS**

- Fully employer paid comprehensive benefits package (Medical and Dental, Vision, AD&D, Critical Care Coverage)
- Mental Health Coverage, Resources and support-\$2000 per calendar year for Psychologist/Social Worker/Clinical counsellor/Marriage and Family Therapist/Psychoanalyst/Psychotherapist.
- 5 % matched pension program
- 3 weeks' vacation to start.
- Worker's Compensation Coverage
- Compressed work schedule (optional 4/10 work schedule for some positions)
- Training and development, including NCI, First Aid and Cultural Competency
- On site Indigenous teachings/ceremonies (paid time off to attend)
- Free lunch, coffee, and snacks
- On site fitness facility
- Employee discount program
- Discounted Goodlife Gym membership
- Free parking on site
- Opportunities for education agreements for job related training
- Company paid dues for employment related professional designation
- Mileage reimbursement (when applicable)
- A park-like suburban setting makes coming to work a pleasure
- Casual dress

#### **HOW TO APPLY**

Applicants can express their interest by submitting a cover letter along with their resume and salary expectations to [lilliank@bhf.ca](mailto:lilliank@bhf.ca) We thank all applicants, but only those being considered for an interview will be contacted.

*Behavioural Health Foundation is an equal opportunity employer that pledges to uphold a workplace culture of inclusion, diversity, compassion, and respect. BHF offers competitive salaries and excellent benefits and is committed to cultivating an environment where work-life balance is valued.*