



JOB OPPORTUNITY – PERMANENT Day Care Support Worker

Who We Are

With boundless pride in our ancient cultural heritage and ancestral homelands, we exercise our inherent right to self-government, to take the responsibility for the general welfare of our Citizens, and to provide for the good governance of our community, lands and resources. We promote wellness, self-sufficiency, and prosperity in our community through cultural teachings and environmental stewardship, and by building and maintaining an accountable government that motivates, inspires, and provides opportunities for the Vuntut Gwitchin.

About the Role

The Day Care Support Worker provides childcare services for the Education & Training Department for the Vuntut Gwitchin First Nation (VGFN). The incumbent identifies emerging issues and briefs the Manager, Early Learning Program for decision and/or action. This position may also be required to provide services to children with special needs which will require extra patience and understanding. Reporting to the Manager, Early Learning Program, some of the responsibilities of the position include but are not limited to;

- *Day-to-Day Operations* – provide childcare services for Citizens and residents of Old Crow aged nineteen (19) months to four (4) years at the Early Childhood Education (ECE) Centre in Old Crow.
- *Other Support* - Coordinates social functions for children. Identifies requirements for additional care or concern for specific individual children.
- *Planning and Assessment* – Develops learning and service plans in collaboration with the Manager, Early Learning Program. Evaluates activities and progress on established goals.
- *Coordination* - participates in case management meetings with colleagues to ensure coordinated and integrated care. Communicates with other staff to ensure the ECE needs of Citizens and residents are being met.
- *Policy Development* - Assists the Manager to review and develop procedures to support effective service delivery for ECE.

- *Administration* - Provides office support as required including responding to general inquiries and distributing information and maintaining confidential filing systems.

What We Offer

- \$37.34/ hour - \$56.00/ hour (Based on education and experience)
- Working Hours: 80 hours biweekly.
- 4% Northern Community Remoteness Allowance for employees residing in Old Crow full-time.
- 4% Northern Travel Allowance for employees residing in Old Crow full-time.
- 4 weeks' vacation to start plus two weeks paid time off over the Christmas season.
- A very healthy extended benefits package.
- 10 days sick pay per year.
- 10 days paid special/personal leave per year.
- A matched pension plan.
- Subsidized Housing may be available.
- Relocation Allowance.

What You Bring:

- Post-secondary education or certification in early childhood development (Level 3 is preferred) or related field.
- Experience delivering ECE planning and developing programs; in an Indigenous community is an asset.
- Experience collaborating with external agencies to deliver ECE programming at a community level.

Supporting you along the way

We believe that a rewarding career is not only good for our employees, but it also leads to better outcomes for our clients, workplace and the community. That's why we are committed to providing you with a competitive salary, health benefits, and a retirement plan. Beyond compensation, you will have the opportunity to make meaningful connections and work on initiatives that make a real difference in people's lives.

Posting Date: July 14, 2025

Closing Date: Open Until Filled

Status: Full-time Permanent

Location: Old Crow

To Apply:

Please send your resume and a cover letter to: jobs@vgfn.ca

In accordance with the Canadian Human Rights Act (CHRA, Section 16(1)), hiring preference will be given to Vuntut Gwitchin First Nation Citizens. Following this, preference will be extended to Indigenous candidates, and then to those with experience and knowledge of First Nations customs and practices.

While we appreciate all applications, only those selected for further consideration will be contacted.