



# TEMAGAMI FIRST NATION

**BEAR ISLAND**  
**LAKE TEMAGAMI, ONTARIO P0H 1C0**  
TEL 1.888.737.9884 or 705.237.8943  
tfn@temagamifirstnation.ca  
www.temagamifirstnation.ca

## SCHEDULE 'A' – JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>TMFC Family Cultural Worker (Post Secondary)</b>
<b>PRIMARY FUNCTION:</b>	The TMFC Family Cultural Worker primarily function is to design and deliver programs and services for TMFC children/families. The TMFC Cultural Worker will work with children/families at these program functions. The TMFC Cultural Worker will also ensure the well-being of all children at TMFC and provide appropriate guidance to each child. TMFC Family Cultural Worker will be expected to communicate effectively with supervisor and co-workers.
<b>REPORTING RELATIONSHIP:</b>	This position reports directly to the TMFC Program Supervisor
<b>STATUS:</b>	Contract, full-time.
<b>SALARY:</b>	\$18/hour
<b>TERM OF EMPLOYMENT:</b>	July 2, 2025-August 22, 2025
<b>EFFECTIVE DATE:</b>	July 2, 2025
<b>INCUMBENT:</b>	

### CORE COMPETENCIES:

#### Main Duties

- Plan and implement a variety of traditional land-based activities on N' Daki Menan alongside the TMFC Program Supervisor.
- Assist TMFC Staff in the delivery of culturally based programs and services for families with children 0-6 years of age.
- Must be able to work varying hours including days, evenings, and weekends to meet programming needs.
- Planning children/family programming with the support of the TMFC Program Supervisor.
- Assist in the planning and implementation of the program for the daycare in accordance with the policies and philosophies of the Centre.
- Assist co-workers in providing an enjoyable, nurturing, and enriching atmosphere for the children in a clean and stimulating environment.
- Treat children with respect and dignity.
- Assist workers and take direction in the arranging, appearance, décor, and learning environment of the classroom.
- Complete daily housekeeping responsibilities as required.
- Attend all staff meetings.

- Attend all other meetings as requested by the Supervisor.
- Assist workers in establishing an ongoing positive image, environment and atmosphere with children, parents of child, community, and co-workers.
- Design, develop and implement public relations materials (signs, board displays, brochures, newsletters, etc.) and events within the community to promote the integrity, trust and caring that the day care staff provides to its community children.
- Always demonstrate good role modelling behaviours and attitudes towards day care staff and community members.
- Minding and entertaining children with educational tools.
- Supervising the behaviour of Children under ECE and ECA guidance.
- Assist in the feeding of children.
- Assist in arranging sleep time for the younger children.
- Assist in the development and delivery of programs.
- Assist in providing supervision and a safe environment for children/youth activities to learn and participate in new activities, i.e., sports, recreation, creative play, etc.
- Demonstrate good role-modelling, positive attitude, and ability to implement and maintain rules.
- Promote parental/guardian and community participation in activities.
- Able to work flexible hours such as evenings and/or weekends.

#### Other Duties

#### **QUALIFICATIONS:**

- **REQUIRED:** recent Criminal Record Check including the Vulnerable Sector
- **REQUIRED:** Must be over the age of 18 years.
- **REQUIRED:** must be returning as a student in September 2025.
- **REQUIRED:** Valid First Aid and CPR certification, or a willingness to obtain it.
- Food Handler's Certificate is considered *an asset*.
- Driver's license would be is considered *an asset*.
- Interest in pursuing a career in Early Childhood Education or Teaching would be *an asset*.
- Knowledge of community members and clientele is considered *an asset*.
- Able to work in a team environment; as well as independently.
- Self-motivated, reliable, dependable, and in good physical condition.
- Good time-management skills.
- Excellent interpersonal and relational skills with the ability to work closely with children/youth at several age groups.