



# Fort Smith

## NORTHWEST TERRITORIES

**Position:** Primary Care Worker

**Location:** Town of Fort Smith Daycare

**Status:** Full-time Indeterminate

**Closing Date:** March 16, 2026.

The Town of Fort Smith is seeking a detail-oriented and dependable Primary Care Worker to support the daycare team as an integral member of the Community Services workforce.

### **OUTLINE OF THE POSITION**

Reporting to the Childcare Program Coordinator, the Primary Care Worker is responsible for delivering high quality licensed childcare programs for daycare and/or afterschool care. The Primary Care Worker will be responsible for direct care of the children in the program, ensuring safety, and implementing the planned programming.

### **KEY RESPONSIBILITIES AND DUTIES**

- Collaborate with the Childcare Program Coordinator to develop and implement programming that is innovative and based on industry best practices
- Lead activities by telling or reading stories, teaching songs, taking children to local points of interest and providing opportunities to express creativity through the media of art, dramatic play, music and physical activity.
- Assess the abilities, interests and needs of children and discuss progress or problems with the Childcare Program Coordinator.
- Observe children for signs of potential learning or behavioural problems and preparing reports for parents, guardians or supervisor.
- Guide and assist children in the development of proper eating, dressing and toilet habits.
- Collaborate with the Childcare Program Coordinator to ensure, on a daily basis, that all staff are competent in meeting their duties
- Manage general operations of programs by meeting the physical, social, and self-care needs of the children as a group and on an individual basis.
- provide daily direction and support to the Community Services Assistants assigned to daycare and afterschool care programs.
- Participating in program evaluation activities.



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### **KNOWLEDGE, EDUCATION AND EXPERIENCE**

- Post-secondary qualification in Early Childhood Education or teacher education from an accredited institution.
- A combination of post-secondary education and 3 or more years of relevant experience may be considered as an equivalency.
- Current First Aid/AED certification for infants and children.
- Experience in a group childcare environment or equivalent.
- Basic computer knowledge and skills including the ability to use word processing and basic spreadsheets.
- Satisfactory criminal record check with Vulnerable Sector check.
- Ability to withstand exposure noise, cold weather during the winter months and hot temperatures and exposure to insects in the summer months.

### **COMPENSATION AND BENEFITS**

- Pay Level/Range: Level 17 (\$73,978.45- \$84,917.18)
- Northern Allowance paid in addition to base salary
- Comprehensive benefits including extended health, dental, vision, life insurance, and paid leave
- Employee Assistance Program

### **TO APPLY:**

Submit your resume and cover letter to [humanresources@fortsmith.ca](mailto:humanresources@fortsmith.ca)  
Successful candidates may be selected to fill other related positions.