



Penticton Indian Band

R.R. #2, Site 80, Comp.19
Penticton, British Columbia
Canada V2A 6J7

Telephone: 250-493-0048 Fax: 250-493-2882

October 27, 2017

Employment Opportunity

The Penticton Indian Band (PIB) is currently seeking an ambitious and qualified individual to fill the following position:

Position Title:	Early Childhood Educator Assistant (ECEA)	Classification:	10 – 1 st Level Support
Department:	Daycare	Responsible To:	Daycare Manager
Status:	Permanent	Hours of Work:	25 to 35 hrs/week dependent on daily enrollment.
Range:	PIB Salary Grid		
Location:	Little Paws Children's Centre 162 Westhill Crescent Penticton BC V2A 6J7		
Closing Date:	Tuesday, November 7, 2017, by 5:00 pm		

Job Summary:

Under the supervision of the Day Care Manager, ECEA is responsible for guiding and caring children from 0-5 years old. The ECEA will assist children with nurturing development and cognitive skills such as physical, mental and social development. The ECEA supervises activities to ensure the health and safety of children at all times. The ECEA shall foster cooperative social behaviour through forming satisfying relationships with children and other adults. The ECEA encourages students in singing, dancing, rhythmic activities, and in use of art materials, to promote self-expression and appreciation of aesthetic experience. The ECEA instructs children in practices of personal cleanliness and self care. The ECEA alternates children through periods of strenuous activity with periods of rest or light activity to avoid overstimulation and fatigue.

Core Competencies:

- Accountability
- Flexibility
- Communication
- Reliability
- Teamwork
- Problem Solving

Duties/Responsibilities:

- Assist in the delivery of age appropriate programs
- Guide and assist children in daily activities.
- Provide a safe and happy environment.
- Ensure activities adhere to the governing child care act(s).
- Maintain equipment and assist in housekeeping duties.

- Interact with children to encourage their involvement in activities.
- Provide a warm, safe, and caring environment that is kept orderly, clean, and appealing.
- Provide diapering care and toilet learning
- Provide supervision of toileting and bathroom time.
- Maintain good communication with parents on a daily basis
- Ensure confidentiality of privileged information.
- Maintain adherence to all company policies and procedures, including safety requirements
- Model developmentally appropriate activities and positive behaviour management techniques

Qualifications/Requirements:

- Current ECEA License to practise in British Columbia
- Ability to effectively interact and relate to children in a developmentally appropriate manner.
- Knowledge and understanding of standards of practice and regulations in the Early Childhood Education field.
- Ability to recognize individual learning styles and the characteristics of learners.
- criminal record check clearance
- three references
- medical note
- Current First Aid Certificate
- Basic Computer Literacy
- Excellent interpersonal skills.
- High level of energy.
- High levels of patience.
- Genuinely committed to helping children learn.
- Cultural sensitivity.
- Ability and willingness to perform required physical tasks.

Assets:

- Willing to participate in ongoing learning
- Knowledgeable about the language and culture of the Syilx people an asset
- Food safe certificate

Working Conditions:

- Regular to frequent requirement, and as needed, to lift children (up to 45 lbs.), including bending, stooping, stretching, squatting, pushing and pulling, and sitting and walking.
- Noise level can be moderate to loud.
- Intermittent physical activity including walking, standing, sitting, lifting and supporting students.
- Overtime as required.

Job Classification & Salary Grid Placement:

First Level Support			
The Support role is one that provides backing, maintenance and upkeep of the services and program delivery. This role requires a differing level of technical knowledge and certification than that of the Task Performers	Range for capacity, experience and education	Range for capacity, experience and education	Range for capacity, experience and education
Classification 10			
Step = Years in this position	A	B	C
0	\$ 14.00	\$ 14.25	\$ 14.50
1	\$ 14.75	\$ 15.00	\$ 15.25
2	\$ 15.50	\$ 15.75	\$ 16.00
3	\$ 16.25	\$ 16.50	\$ 16.75
4	\$ 17.00	\$ 17.50	\$ 18.00
5	\$ 18.25	\$ 18.50	\$ 18.75
6	\$ 19.00	\$ 19.25	\$ 19.50
7	\$ 20.00	\$ 20.25	\$ 20.50
8	\$ 21.00	\$ 21.50	\$ 22.00
9	\$ 22.50	\$ 23.00	\$ 23.50
10	\$ 24.00	\$ 24.50	\$ 25.00

All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education.

The Penticton Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career in Early Childhood Education, please **send a resume and covering letter by 5:00 pm on November 7, 2017 to the attention of:**

Glenda MacDonald – Day Care Manager, Penticton Indian Band

Mail: RR #2 Site 80 Comp. 19 Penticton, BC V2A 6J7 **Fax:** (250) 493-2882
Email: jobs@pib.ca

In Person: PIB Administration Offices – 801 Westhills Drive, Penticton, BC

The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'tn(Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.