



Penticton Indian Band

841 Westhills Drive
Penticton, British Columbia
Canada V2A 0E8

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

Employment Opportunity

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

Position:	ECE Infant/Toddler	Classification:	9
Status/Term:	Full-Time Permanent	Type:	Task performer
Department:	PIB Daycare	Hours of Work:	37.5 Hours per week
Responsible To:	Daycare Manager		
Location:	Little Paws Children's Center, 162 Westhills Crescent, Penticton, BC V2A 6J7		

Job Summary:

The infant/Toddler ECE is responsible for guiding and caring for children ages 0-3 years old. The infant/Toddler is responsible for planning and implementing developmentally appropriate activities and experiences for children ages 0-3 years old. The Infant/Toddler will always ensure the health and safety of the children in the room. The use of appropriate guiding and caring techniques for this age group will be always used.

Core Competencies:

- Accountability & Dependability
- Teamwork
- Problem solving
- Communication
- Flexibility
- Continuous improvement
- Leadership
- Organization
- Ethics and Integrity

Duties/Responsibilities:

- Develop and implement an age-appropriate program for children ages 0-3 years.
- Guide and assist children in daily activities.
- Keep a record of all daily plans and activities.
- Ensure activities adhere to the governing childcare act.
- Maintain equipment and assist in housekeeping duties.
- Maintain and update each child's file and be knowledgeable about any medical conditions.
- Interact with children to encourage involvement in activities.
- Provide a warm, safe, and caring environment that is keep orderly, clean and appealing.
- Provide diapering care and toilet learning.
- Share information regarding child development with parents.
- Ensure confidentiality of privileged information.
- Maintain adherence to call company policies and procedures, including safety requirements.
- Conduct and update developmental profiles on all children and share with parents.
- Ensure all accidents/incidents are recorded.
- Model developmentally appropriate activities and positive behavior management techniques.

- Include materials and experiences in the classroom that are culturally appropriate and represent diversity.
- Participate in team planning sessions and monthly staff meetings.
- Maintain open, friendly, and cooperative relationships with each child's family and encourage their involvement in the program.
- Continue professional development through attending workshops, conferences and other staff development activities.
- Maintain up to date knowledge of current child development practices.
- Demonstrate behavior that is professional, ethical, and responsible.
- Assist with other duties as requested by the day care manager.
- Snack and meal preparation.
- Maintain children's attendance records.
- Administer medications as prescribed by a physician.
- Record and maintain a food logbook.
- Ensure toys are disinfected and rotated.

Qualifications/Requirements:

- Current ECE and Infant/Toddler license to practice in the Province of British Columbia.
- Knowledge and understanding of standards of practice and regulations in the ECE field.
- Criminal record check.
- Three references.
- Medical note.
- Current First aid certificate.
- Excellent interpersonal skills.
- High level of energy.
- High level of patience.
- Genuinely committed to helping children learn.
- Cultural sensitivity.
- Excellent problem-solving skills.
- Excellent negotiation and mediation skills.
- Ability and willingness to perform physical tasks.
- High level of trust and confidentiality.
- Computer literacy, including proficiency with computer software applications such as MS Word, Excel, Email.
- Minimum three years' experience working with children ages 0-3.

Assets:

- Related training in children with special needs.
- Food Safe certificate
- Class four license
- Knowledge of sign language.
- Knowledgeable about the language and culture of the Syilx people.

Working Conditions:

- May be exposed to infectious waste, diseases, conditions, etc.,

- Interacts with children, family members, staff, visitors, and government agencies.
- Intermittent physical activity including walking, standing, sitting, lifting children up to 40 pounds.
- Overtime may be required.

Deadline:

Posted until closed.

**Send your Resume to Senior Manager, Human Resources
Rory Gabriel at jobs@pib.ca**

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 provides equal employment opportunities to all, regardless of race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status, political belief, and 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.