



## 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:

<b>Position Title:</b>	<b>Early Childhood Educator (ECE)</b>	<b>Classification:</b>	8
<b>Department:</b>	PIB Daycare	<b>Type:</b>	Coordinator
<b>Status:</b>	Full Time Term Position	<b>Hours of Work:</b>	37.5 hours per week
<b>Responsible to:</b>	Daycare Manager		
<b>Location:</b>	Little Paws Children's Center, 162 Westhills Crescent, Penticton, BC V2A 6J7		

### Job Summary:

The Early Childhood Educator (ECE) is responsible for guiding, caring, and instructing children by implementing developmentally appropriate activities and experiences for children 3-5 years old. The ECE shall foster cooperative social behaviour to assist children in forming positive relationships. The ECE will work collaboratively with families and community to support child development.

### 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 3-5 years.
- Guide and assist children in daily activities.
- Keep a record of all daily plans and activities.
- Maintain equipment and assist in housekeeping duties.
- Maintain and update each child's file and be knowledgeable about any medical conditions and administer medications as prescribed by a physician.
- Provide diapering care and toilet training.
- Share information regarding child development with parents, other professional and the daycare manager.
- Ensure confidentiality of privileged information.
- Adhere to policies and procedures, including safety requirements.
- Ensure all accidents/incidents are recorded.
- Participate in team planning sessions and monthly staff meetings.
- Prepare Snack and meal for children as required.

- Maintain children's attendance records.
- Record and maintain a food logbook.

### **Qualifications/Requirements:**

- Current ECE 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 Clearance, TB Clearance
- Current First Aid Certificate.
- Excellent problem solving, negotiation and mediation skills.
- Ability to perform physical tasks.
- Computer literacy, including MS Word, Excel, Email.

### **Assets:**

- Minimum two years' experience working with children ages 3-5.
- 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:**

- Interacts with children, administration, family members, visitors, government agencies/personnel under all circumstances.
- Required to lift children (up to 45 lbs.), including bending, stooping, stretching, squatting, pushing and pulling, and sitting and walking.
- Overtime as required.

### **Deadline:**

Posted until closed.

**Send your Resume to Senior Manager, Human Resources  
Rory Gabriel at [jobs@pib.ca](mailto: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, colour, 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.