



Penticton Indian Band

841 Westhills Drive
Penticton, British Columbia 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/Special Needs	Classification:	4	\$23-\$27 per hour <small>(Based on education & experience)</small>
Status/Term:	Full-Time, Permanent	Type:	Non-management	
Department:	PIB Daycare	Hours of Work:	37.5 Hours per week	
Responsible To:	Childcare Programs Manager			
Location:	Little Paws Children's Center, 162 Westhills Crescent, Penticton, BC V2A 6J7			
Deadline:	Until closed			

Job Summary:

The ECE Infant Toddler/ Special Needs is responsible for guiding and caring for children ages 0-3 years old. The ECE IT/SN is responsible for planning and implementing developmentally appropriate activities and experiences for children ages 0-3 years old. The ECE IT/SN 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:

Job responsibilities and work performed

- 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 Childcare program 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:

Minimum Academic/Educational Requirements

- Current ECE and Infant/Toddler and/or ECE Special needs license to practice in the Province of British Columbia.
- Knowledge and understanding of standards of practice and regulations in the ECE field.

Other Certification, Licenses, Designations and/or Training

- Criminal record check.
- Three references.
- Medical note.
- Current First aid certificate.
- Food Safe certificate

Minimum level of Experience

- Minimum three years' experience working with children ages 0-3.

Job Skills Required

- 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.

Assets:

- Class 4 Drivers License
- Related training in children with special needs.
- 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.

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

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.