



Penticton Indian Band

841 Westhills Drive
Penticton, British Columbia V2A 0E8

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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:	3	\$20 – 25 per hour (Based on education & experience)
Status:	Full time, Permanent	Type:	Non-Management	
Department:	Little Paws Children's Centre	Working Hours:	Up to 37.5 hours per week	
Responsible To:	Child Care Programs Manager			
Location:	Little Paws Children's Center, 162 Westhills Crescent, Penticton, BC V2A 6J7			
Deadline:	Until closed			

Job Summary:

The ECEA is responsible for assisting with guiding and caring children in daycare programs including: 0-36 months, 3-5 years, and School-Age. Cooking and housekeeping will also be required. The Daycare ECEA will assist children with nurturing development and cognitive skills such as physical, mental, and social development. The ECEA will assist with overseeing activities to ensure the health and safety of children. The ECEA shall foster cooperative social behaviour through forming positive relationships with children and other adults. The ECEA encourages children in singing, dancing, rhythmic activities, and in use of art materials, to promote self-expression and appreciation of aesthetic experiences. The ECEA guides children in practices of personal cleanliness and self care. The ECEA will also cover for ECE absence or illness as necessary.

Core Competencies:

- Accountability
- Flexibility
- Problem solving
- Communication
- Reliability
- Teamwork
- Emotional Intelligence
- Continuous learning
- Empathy

Duties/Responsibilities:

Job Responsibilities and Work Performed

- Cover for ECE absence as needed.
- 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 childcare 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 daily.
- 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
- Include materials and experiences in the classroom that are culturally appropriate and represent diversity.
- Participate in team planning sessions and monthly staff meetings.

- Work cooperatively and effectively as a team member by communicating and contributing information on a continuous basis.
- Maintain open, friendly, and cooperative relationship with each child's family and encourage their involvement in the program.
- Continue professional development through attending workshops, conferences, and other staff development.
- Be sensitive to individual children's differences and needs and be willing to adjust the program and curriculum to meet those individual needs.
- Maintain up to date knowledge of current child development practices.
- Demonstrate behaviour that is professional, ethical, and responsible.
- Assist with other duties as requested.
- Perform ongoing light housekeeping duties such as sweeping floors, laundry, dishes, disinfecting toys and furniture.
- Snack and meal preparation
- Ensure toys are rotated once per week.
- Complete regular playground checks and requesting maintenance as needed.

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- Current ECEA License to practise in British Columbia.
- Knowledge and understanding of standards of practice and regulations in the Early Childhood Education field.

Other Certification, Licenses, Designations and/or Training

- Criminal Records Check including Vulnerable sectors check cleared
- Three professional references
- Medical note
- Current First Aid Certificate
- Current Food safe certificate
- Class 5 Driver's License

Job Skills Required

- Basic Computer Literacy
- Excellent interpersonal skills.
- High level of energy.
- High levels of patience.
- Genuinely committed to helping children learn.
- Ability to effectively interact and relate to children in a developmentally appropriate manner.
- Ability to recognize individual learning styles and the characteristics of learners.
- Cultural sensitivity and willingness to participate in Language Nest and language learning.
- 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.
- Class 4 Driver's License is an asset.

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.

Entitlements to Benefits and Pension:

After successful completion of probationary period:

- CINUP - Group Insurance (that will cover Dental care, Vision care, Disability insurance, Extended health care, and Life insurance)
- Canada Life - Registered Pension Plan (RPP)
- Paid time off (2 weeks Christmas closure and entitled vacation time)
- 15 paid Sick days per year

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, 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.