Penticton Indian Band
481 Westhills Drive
Penticton, British Columbia
Canada V2A 0E8

Telephone: 250-493-0048

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 Infant Toddler (IT) /Special Needs**	**Classification:**	ECE+ Diploma (IT/SN) (Certified)
Department:	PIB Daycare	**Pay Rate:**	Starting at $32.50/ hour
Status:	• Full-time/Permanent • Part-time • Casual/On-Call	**Hours of Work:**	37.5 hours per week
Responsible to:	Child Care Programs Manager		
Location:	Little Paws Children's Center, 140 Outma Sqilx'w Place, Penticton BC V2A 0E3		
Deadline:	**Open Until Filled**		

PIB welcomes applications from all qualified individuals who are legally entitled to work in Canada. We are not able to facilitate Labour Market Impact Assessments (LMIA) for this position.

Job Summary

The Penticton Indian Band (PIB) is currently seeking an ambitious and qualified individual to fill the Early Childhood Educator (ECE)/ ECE IT Special Needs position. The job position is responsible for guiding, caring, and instructing children by implementing developmentally appropriate activities and experiences for ages 0-3/ 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. 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 0-3/3-5 years as appropriate to the job position.

- 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.
- Interact with children to encourage involvement in activities.
- Provide a warm, safe, and caring environment that is kept orderly, clean and appealing.
- Provide diapering care and toilet training.
- Share information regarding child development with parents, other professionals and the Childcare Programs Manager, when necessary.
- Ensure confidentially of privileged information.
- Adhere to 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.
- Prepare Snack and meal for children as required.
- Maintain children's attendance records.
- Record and maintain a food logbook.
- Ensure toys are disinfected and rotated.
- Other duties as requested and is mutually agreed upon.

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 Clearance, TB Clearance
- Current First Aid Certificate.
- Food Safe certificate

Minimum Level of Experience

- Minimum three years' experience working with children ages 0-3.
- Minimum two years' experience working with children ages 3-5.

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.
- Ability to perform physical tasks.

Assets

- Related training in children with special needs.
- Class 4 Drivers 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, 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.
- All staff are Covid-19 vaccinated.
- Overtime as required.

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

*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, please send a resume and cover letter to the attention of:

Armando O. Lopez, HR Manager
Penticton Indian Band

Mail: 841 Westhills Drive
Penticton, BC V2A 0E8

Email: jobs@pib.ca

In Person: PIB Administration Offices – 841 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.