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 Assistant (ECEA)**	**Classification:**	ECE Assistant (Certified)
Department:	PIB Daycare	**Pay Rate:**	Starting at $22.37/ 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 ECEA is responsible for assisting with guiding and caring of children in daycare programs including: 0-36 months, 3-5 years, and School-Age. Cooking and housekeeping will also be required. The 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 the 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 and/or Developmental Support Worker absence or illness as necessary. The ECEA will work collaboratively with Child Care Programs Manager, ECE Coordinator, ECE Supervisors, DSWs, families, and community to support positive child development.

Core Competencies

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

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.
- Maintain equipment and assist in housekeeping duties.
- Provide one on one support to children as needed.
- 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 kept orderly, clean, and appealing.
- Provide diapering care and toilet learning.
- Model developmentally appropriate activities and positive behavior management techniques.
- Include materials and experiences in the classroom that are culturally appropriate and represent diversity.
- Continue professional development through attending workshops, conferences, and other staff development activities.
- Willingness to learn Okanagan language, cultural practices, and protocols.
- 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 Child Care Programs Manager/ECE Coordinator/ECE Supervisors.
- Snack and meal preparation.
- Ensure toys are disinfected and rotated regularly.

Accountability

- Adhere to the BC Child Care Licensing Regulations.
- Ensure confidentiality of privileged information.
- Administer medications as prescribed by a physician.
- Prompt and have good attendance.

Relationships

Internally

- Reports to Program Supervisors, then ECE Coordinator, then, if necessary, the Child Care Programs Manager.
- Collaborates with all program staff.
- Participates in team planning sessions and monthly staff meetings.

Externally

- Share information regarding child development with parents.
- Maintain open, friendly, and cooperative relationships with each child's family and encourage their involvement in the program.

Decision Making

- Immediate decision making ensures adherence to the BC Child Care Licensing Regulations.

- The ECE employee will make decisions based on ensuring the health and safety of the children they are responsible for.

Communication Skills

- Open communication is required to ensure BC Child Care Licensing Regulations are being met. This includes communicating absences and appointments in advance to supervisors.
- If illness occurs, employees must notify supervisor as early as possible.
- If there is an emergency resulting in the immediate need to leave work, the employee must ensure the safety and wellbeing of the children prior to leaving site by communicating to a supervisor the need to leave.

Policy & Service Responsibility

- Adhere to and abide by all Penticton Indian Band employee personnel policies, procedures, code of conduct, email and internet acceptable use policy, and oath of confidentiality.

Administrative/ Managerial Responsibilities

- Assist in keeping a record of all daily plans and activities.
- Conduct and update developmental profiles on all children and share with parents.
- Ensure all accidents/incidents are recorded.
- Maintain children's attendance records.
- Record and maintain a food logbook.

Qualifications/ Requirements

Minimum Academic/Educational Requirements

- Current valid ECE Assistant license to practice in the Province of British Columbia.
- Knowledge and understanding of standards of practice and BC Child Care Licensing Regulations.

Other Certification, Licenses, Designations and/or Training

- Criminal record check.
- Three references.
- Current immunizations and TB clearance.
- Current First aid certificate.
- Current Food Safe certificate
- Valid Class 5 Driver’s License
- Transportation to and from work

Specific Job Skills and Levels

- 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 Level of Experience

- Minimum three years' experience working with children ages 0-12.

Personality Traits

- Energetic
- Enthusiastic
- Patient
- Compassionate
- Open Minded

Assets

- Valid BC Class 4 Drivers License
- Related training in children with special needs.
- Knowledge of sign language.
- Knowledgeable about the language and culture of the Syilx Okanagan people.

Working Conditions

- May be exposed to infectious waste, diseases, and conditions.
- Interacts with children, family members, staff, visitors, and government agencies.
- 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.
- Overtime may be 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.