



Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

EXTERNAL JOB POSTING

Job Title: ECE Assistant	Posting #: 48-2022
Department: Health & Community Services	Level: G2-L1-C2
Location: Dehzona Family Centre (Daycare)	FTE: 1.0
Supervisor: Daycare Manager	Hourly Rate: \$20.07
Key Areas: Child Safety, Supervision, Teaching, Reporting	First Posted: 2022-10-07
	Closes: When filled

SUMMARY / SCOPE

The primary responsibilities of an Early Childhood Educator Assistant are to provide care for infants and preschool- to school-age children under the guidance of Early Childhood Educators. Early Childhood Educator Assistants are paraprofessionals who work with infants and children directly enrolled in daycare services or recreational services. These employees play a supporting role in supporting infants and children and their families and assist children as directed in activities that stimulate and develop their intellectual, physical and emotional growth and ensure their security and well-being. Duties include assisting with care and support services for individual children which may include specialized childcare, as well as group activities. In all cases, assistance will promote healthy development, support good choices, teach developmentally appropriate skills and physical activities, and provide cultural enrichment activities designed to promote holistic health and spiritual wellbeing, and aim to strengthen children and family relationships. Paraprofessionals demonstrate behaviour that is professional, ethical, and responsible, and develop positive relationships with children and parents, and are ambassadors for healthy living and motivating others. A key element of success for a paraprofessional educator is the development of knowledge of theories and methods for the care needs of individual children and activities for groups of children, and establishing and maintaining client (children and parents/guardians) relationships with respect and compassion. Other important factors include the development of an awareness and knowledge of reference persons and materials to assist in addressing childcare, and program/service development, as well as addressing problems, challenges and issues; references will also include written policies, procedures and guidelines, as well as schedules, day logs and check lists, and equipment manuals and reference handbooks. At times the ECE Assistant will hold an exemption and act as the ECE on the floor, and will be compensated at step one of the ECE pay band when working under that exemption for greater than 2 hours in a workday or greater than 10 hours in a workweek. Other related duties as required.

Candidate Profile:

The Early Childhood Educator Assistant has a good level of energy and is physically fit to perform the work, and has good interpersonal skills including good listening skills to gather information and to ask questions in order to carry out assigned tasks and to provide routine information to other employees. The Early Childhood Educator Assistant has good written and verbal communication skills and communicates with the supervisor/ team leader and other employees to obtain information, supplies, tools, equipment and/or advice or help to solve problems or issues, and has periodic contact with external agencies and service providers and the general public.

COMPETENCIES

- Privacy Protection
- Confidentiality
- Relationship Centered Practice
- Teamwork
- Listening/Engagement
- Communication

MINIMUM QUALIFICATIONS

- Early Childhood Educator Assistant Certificate (please note that certificated Responsible Adults and persons registered in an ECE program are welcome to apply and may be considered for hire as a Child Care Assistant provided there is a demonstrated commitment to achieve an ECEA certificate).
- First Aid, CPR Level C – if expired must be willing to obtain employer paid training.
- Certificated (/post certification) must be willing to act as the ECE exemption on the floor in the absence of the ECE(s) to allow Deh Zona Daycare to maintain ratios while operating with lesser qualified staff.
- Minimum 19 years of age.



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- Experience working with children.
- Character references demonstrating suitability for working with children.
- Physician note stating fitness to work in a Daycare setting will be required before an offer is made.
- The ability to complete duties in a safe manner, following established safety rules.
- Good organizational, time management and prioritizing skills.
- Good communication and writing/documentation skills.
- Strong morals and ethics, along with a commitment to child/family privacy.
- No barriers to working with any member of the community.
- Compliance with, as well as disclosure and release to Fort Nelson First Nation and regulatory body/s of immunization/vaccination status, including COVID-19 vaccines and TB screening requirements.
- Wage rate offered does not include wage enhancements which are additional. Successful incumbent must be willing to provide authorization to Fort Nelson First Nation to release payroll and credential information as required to Funders for our funding agreements and wage enhancement reporting.
- Criminal Record Review Program assessment (renew every 5 years); or willingness to obtain.
- Valid BC Driver's License and factor report.
- Ability to provide own transportation to and from work.

ASSETS

The following are considered assets:

- Experience working as an educational paraprofessional
- Certificates of training, such as, Food Safe, WHMIS, OHS
- Previous First Nation experience and an understanding of First Nations education and childcare issues
- Google™ drive, calendar, forms and other Google™ products.
- Sign Language.
- Ability to speak Dene and/or Cree
- Class 4 driver's license.

WORK CONDITIONS

- Lifting or moving objects and children up to 40 lbs. are performed occasionally. Objects can include bags or boxes of groceries, or audio visual equipment.
- Occasionally, works in awkward or cramped positions (working with small children).
- Work tasks and activities do not result in fatigue, requiring periods of rest.
- Manual dexterity required to use desktop computer and peripherals.
- Interacts with clients and their representative(s) and family members, supervisor, co-workers, and periodic contact with general public, government agencies/personnel.
- Occasionally required to use household appliances.
- Auditory concentration is required to listen attentively, to be alert and to obtain and interpret information correctly.
- Visual concentration or alertness is required on a regular basis to ensure safety of self and children.
- Alertness and concentration are required when working with children.
- There is a requirement to wear safe footwear at all times.
- Likelihood of injury/illness resulting from hazards is limited if safe work practices are followed.
- May be exposed to unpleasant dealings in emotionally charged situations.
- Overtime when approved by the supervisor.



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APPLICATION INSTRUCTIONS

Closes: When filled. If this job remains posted on our website, we have not yet filled the opportunity. The starting rate listed is step one of our pay band for this grade, and is considered the rate paid to a new ECE Assistant. The rate offered to a successful incumbent will be assessed pending certification(s), skills, experiences, knowledge, and other relevant attributes. *Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to:

Human Resources, Recruitment
Fort Nelson First Nation
R.R. #1, Mile 295, Alaska Highway
Fort Nelson, B.C. V0C 1R0
E-mail: recruitment@fnation.ca

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum qualifications will receive a response.

* Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.