

EXTERNAL POSTING # 2018 – 030



TITLE: Early Childhood Education Assistant
REPORTS TO: ECE Team Lead/ Day Care – Head Start Administrator
LOCATION: Dehonna Day Care Center
TERM: Full-time, indeterminate position
SALARY: Grade 2 (\$16.65 - \$17.50 per hour)
CLOSING: Open until filled

SUMMARY / SCOPE

Reporting to the Team Lead ECE, Early Childhood Educator's Assistant will, in cooperation with the Early Childhood Educator, develop positive relationships with the children and their families, as well as plan and implement culturally sensitive and developmentally appropriate programs for children aged 6 months to 5 years, until children reach grade one; this position is currently enrolled/or will enroll and complete ECE courses in pursuit of certification as an Early Childhood Educator. Other related duties as required.

Core Competencies

- Dependability
- Communication
- Collaboration
- Safety Assessment
- Decision Making
- Plan & Organize
- Time Management
- Problem Solving

MINIMUM QUALIFICATIONS

- Minimum of 19 years of age and currently enrolled in an ECE course; or eligible to enroll prior to official hire date, and able to provide proof of enrollment
- Experience working with children
- 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.
- Emergency or Standard First Aid with Child CPR (renew every 3 years)
- Food Safe Level 1
- Criminal Record Review Program assessment (renew every 5 years); or willingness to obtain
- Valid Driver's Licence & Driver's Abstract
- Ability to provide own transportation to and from work.

DESIRED QUALIFICATIONS

All of the above mentioned, as well as:

- 1 plus years' experience childminding in a day care facility
- Knowledge and experience working within a First Nation Community
- Ability to speak Cree and/or Dene.

APPLICATION INSTRUCTIONS

Closing Date: Competition will remain open until filled. **Start date:** Soon thereafter. **Salary:** Pending certification(s), skills, experiences, knowledge. *Preference may be given to qualified local First Nation's applicants. Fort Nelson First Nation is a progressive organization offering an incredible work environment, competitive salary packages, health and pension benefits, professional development and career advancement opportunities. 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.