



Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

EXTERNAL JOB POSTING

Position Title:	Early Childhood Educator Assistant (Para-Ed I)	Posting #:	2019-09-C
Department:	Health and Community Services	Level:	G1-L1-C1
Location:	Day Care	FTE:	Casual
Supervisor:	Day Care-Head Start Services Administrator	Base Rate:	\$16.65
Authority:	Security, Reporting	First Posted:	25-04-2019
Effective Date:	January 2019	Closes:	Ongoing

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 day care 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. 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

- Human Caring
- Teamwork
- Culture
- Follow Regulations
- Safety Assessment
- Plan & Organize
- Knowledge Integration
- Communication
- Relationship Centered Practice
- Assessment and Treatment

MINIMUM QUALIFICATIONS

- Mature individual with a minimum grade 12 high school diploma; supplemented enrollment in an ECE course; or eligible to enroll upon being hired
- Minimum 19 years of age
- 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



Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

EXTERNAL JOB POSTING

- Strong morals and ethics, along with a commitment to child/family privacy.
- No barriers to working with any member of the community.
- Criminal Record Review Program assessment (renew every 5 years); or willingness to obtain
- Valid BC Driver's License.
- Satisfactory driver's abstract.
- Ability to provide own transportation to and from work.

DESIRED QUALIFICATIONS

The following are considered assets:

- Early Childhood Educator Assistant Certificate
- Experience working as an educational paraprofessional
- Certificates of training, such as First Aid, CPR Level C, 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 as required.

APPLICATION INSTRUCTIONS

External Closes: When filled. **Remuneration:** Rate offered to the successful incumbent is pending certification(s), skills, experiences, knowledge. *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@fnnation.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.