



Fort Nelson First Nation

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EXTERNAL JOB POSTING

Position Title:	Early Childhood Educator I (Para-Ed II)	Posting #:	2019-10-1.0
Department:	Health and Community Services	Level:	G2-L1-C2
Location:	Day Care	FTE:	1.0
Supervisor:	Day Care-Head Start Services Administrator	Base Rate:	\$19.30
Authority:	Security, Purchases, Driver, Public Contact, Reporting	First Posted:	23-04-2019
Effective Date:	January 2019	Closes:	When filled

SUMMARY / SCOPE

The primary responsibilities of an Early Childhood Educator I, is to plan, organize and implement programs for children between the ages of infancy and 12 years. Early Childhood Educators are paraprofessionals who work with infants and children directly enrolled in day care services. Early Childhood Educators play a lead role in supporting infants and children and their families. Early childhood educators lead children in activities to stimulate and develop their intellectual, physical and emotional growth and ensure their security and well-being. Duties include planning, developing and implementing care and support services, such as individualized childcare which may include specialized childcare, as well as group activities which are learning based. In all cases, supports and services are designed to 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 I 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 I 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.



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COMPETENCIES

- Human Caring
- Safety/Hazard Assessment
- Planning/Coordinating
- Assessment
- Culture
- Relationship Centered Practice
- Listening/Engagement
- Organization
- Advocacy/Negotiating
- Knowledge Integration
- Teamwork
- Communication
- Operate Appliances/Vehicle
- Compassion
- Follow Regulations

MINIMUM QUALIFICATIONS

- Mature individual with Early Childhood Educator Certificate
- Eligible for licence to practice issued by the British Columbia provincial authority is required
- Minimum 19 years of age
- Practicum Experience
- Experience working with regulations governing work
- Experience working with privacy protected information
- Experience coordinating and supervising programs and activities
- Good interpersonal skills and ability to interact well with employees and the public
- Good organizational skills and able to handle competing priorities and meet deadlines; will benefit from a high degree of resourcefulness, flexibility, and adaptability
- Good communication skills (written and oral); ability to listen to understand and ask questions for clarification
- Proficient computer skills and able to use MS Office Suite applications
- 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

DESIRED QUALIFICATIONS

The following are considered assets:

- Early Childhood Educator Certificate, with citation in Infant Toddler or Special Needs
- 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



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- 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.