



# Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

## INTERNAL-EXTERNAL JOB POSTING

<b>Position Title:</b>	Early Childhood Educator I	<b>Posting #:</b>	2020-26-1.0(i-e)
<b>Department:</b>	Health and Community Services	<b>Level:</b>	G2-L1-C2
<b>Location:</b>	Day Care	<b>FTE:</b>	1.0
<b>Supervisor:</b>	Program Leaders/Services Administrator	<b>Starting Rate:</b>	\$19.30
<b>Key Areas:</b>	Security, Driver, Public Contact, Reporting, Supervision	<b>First Posted:</b>	14-12-2020
<b>Effective Date:</b>	January 2020	<b>Closes:</b>	When Filled

### SUMMARY / SCOPE

The primary responsibilities of an Early Childhood Educator (ECE) is to lead and supervise junior Early Childhood Educators and Assistants, and to oversee the planning, organizing and implementation of programs for children between the ages of 3 months to 5 years. The ECE provides senior mentoring and supervision to staff in areas of guiding quality care in early childhood education program development, and plays a lead role in supporting infants and children and their families. The ECE leads 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 quality care that 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. The ECE demonstrates behaviour that is professional, ethical, and responsible, and develops positive relationships with children and parents, and co-workers, and are ambassadors for healthy living and motivating others.

A key element of success for an ECE 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 children and parents/guardians relationships with respect and compassion, as well as the knowledge and methods required for supervising others. 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 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 ECE has good written and verbal communication skills and communicates with the supervisor/ program 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

- Relationship Centered Practice
- Communication
- Planning & Assessments
- Teamwork
- Knowledge Integration
- Operate Appliances/Vehicle
- Listening/Engagement
- Culture
- Advocacy

### MINIMUM QUALIFICATIONS

- Mature individual with Early Childhood Educator Certificate.
- Licensed to practice issued by the British Columbia provincial authority is required.
- Consent for release of employment related information as required to external agencies
- Complete annual training and education as required toward certificate maintenance and renewal
- Minimum 19 years of age
- Practicum Experiences completed



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- 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.
- Physical fitness.
- Must be able to work in non-barrier-free-workplace.
- Provide a physician statement, dated no later than the past month, on fitness to work in a daycare setting
- Complete documents in compliance with provincial immunization and tuberculosis control programs
- Compliance with BC Immunization program, TB screening and COVID-19 vaccinations.
- Criminal Record Review Program assessment (renew every 5 years); or willingness to obtain
- Valid BC Driver's License
- Satisfactory driver's abstract

The following are considered assets:

- 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.
- Standard first aid with child/infant component meeting BC childcare regulation and laws
- Food Safe Level 1

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### WORK CONDITIONS

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- 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.
- Able to move quickly in safeguarding children
- Able to navigate flights of stairs
- Manual dexterity required to use desktop computer and peripherals.
- Interacts with children 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.
- The likelihood of injury or illness resulting from hazards in the job is limited if safe work practices are followed.
- May be exposed to unpleasant dealings in emotionally charged situations.

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### APPLICATION INSTRUCTIONS

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**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](mailto: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.