

Job title: Infant Toddler Educator/Assistant Manager

Location: Port Alberni, BC

Employer: Port Alberni Friendship Center – Child Care Centre: ʔiih̓misuk taatnaʔis “Treasure Our Young Ones”

Apply via email to: cstevens@pafriendshipcenter.com and cmaltais@pafriendshipcenter.com or fax to: 250-723-1877

Summary

The Infant Toddler Educator reports to the Child Care Manager and will be part of a team that will plan and implement a culturally based child care program that is designed to give each child an opportunity to participate in experiences that will enable them to reach their full potential. The ECE /Infant & Toddler Educator will provide nurturing care and education to young children from infancy to preschool age in a group setting, supporting parents through on going communication about each child’s development. The ECE/Infant & Toddler Educator will work collaboratively with other child care staff, Elders, families and children.

Specific Duties

- Responsible for the continuous supervision, safety and well-being of the children.
- Recognizes and responds to the needs of each child by using developmentally appropriate teaching and child behaviour management techniques.
- Shares in the responsibility for planning, preparing and implementing stimulating, culturally based, age-appropriate activities that encourage children’s creativity and learning and promote each child’s social, emotional, cognitive and physical development.
- Participates fully and consistently as a conscientious team member in caring for the children and in the overall operation of the program and centre; maintains regular and open communication with program team members and all other co-workers.
- Establishes and maintains regular communication with parents.
- Ensures the program operates at all times in compliance with all child care licensing standards.
- Must know and implement: Centre routines and practices; BC’s Child Day Care Regulation and Standards of Practice.
- Observes and records relevant information on each child's progress as required/as per Centre practices.
- Attends and participates actively in all program/centre, parental or other meetings as required.
- Shares responsibility for maintaining program equipment in good repair; assists with toy/equipment disinfecting.
- Shares responsibility for maintaining the play environments and storage areas in an organized and clutter-free condition.

- Participates in regular fire drills and other emergency procedures.
- Engages in positive collaboration with the other programs and early childhood educators of the centre in coordinating the effective use of equipment, facilities and personnel.
- Participates in ongoing professional development and attends/maintains all mandatory training.
- Participates in the supervision, training and mentoring of students and supply teachers.
- Assists the Child Care Manager in maintaining a safe and healthy work environment by promptly reporting any existing and/or potential workplace hazards.
- Performs other duties as may be assigned from time to time by the Child Care Manager or her/his designate.

REQUIREMENTS AND QUALIFICATIONS:

- Early Childhood Education/Development certificate or diploma, with an Infant Toddler Educator Certificate
- Three to five years' experience in the child care profession and/or an Aboriginal organization or community working with children and families is considered an asset.
- Excellent communication and interpersonal skills
- Excellent organizational skills and initiative
- Creative problem solving skills
- Computer skills with knowledge of Microsoft Office Programs
- Knowledge of Nuu-chah-nulth history and culture is an asset
- Awareness of social issues affecting First Nations and non-First Nations children
- Knowledge of recreational, social and life skills, and parenting programming and activities relevant to First Nations

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MANDATORY:

- Must provide Criminal Record Check and Drivers Abstract upon selection,
- Must be available to travel and be able to work flexible hours,
- Infant/Child First Aid Certificate

Job Types: Full-time, Permanent

Salary: \$24.00 to \$26.00 /hour

Experience:

- early childhood education: 1 year (Preferred)

Education:

- Secondary School (Preferred)

Location:

- Port Alberni, BC (Preferred)

Licence:

- Early Childhood Education with Infant & Toddler Certificate (Required)

Language:

- English (Preferred)