



**AX SILA XA GINGANANAM DAYCARE  
(QUATSINO)**  
600 CLATUX PL.  
COAL HARBOUR, BC  
V0N 1K0  
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## **Full-Time Early Childhood Educator (1.0 FTE)**

**POSTED:** Jan 27, 2019  
**JOB TITLE:** Early Childhood Educator (ECE)  
**LOCATION:** QUATSINO FIRST NATION (near Port Hardy, BC)  
**CLOSING DATE:** FEBRUARY 11, 2019 @ 3:00 PM (PST)

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### **SUMMARY:**

As an Early Childhood Educator (ECE) you will provide a stimulating, safe and nurturing environment for children ages three months to five years. You will create the atmosphere for the children to learn and grow through their play. You will report to the Childcare Coordinator and fulfill a wide range of duties relating to the delivery of quality programming.

**LOCATION:** Ax sila xa gingananam Daycare (Quatsino) is located approximately 16 km (12 min drive) northwest of Port Hardy, BC on the Quatsino IR#18 near Coal Harbour, BC. Please visit the neighbouring town's information website in order to learn more about the wonderful attributes of the area.  
<http://www.visitporthardy.com>

### **KEY OBJECTIVES:**

- To perform duties in accordance with the mission statement and core values of Quatsino First Nation and the mandate of Ax sila xa gingananam Program
- To provide high quality child care in a group setting that meets the diverse needs and promotes optimum physical, social, emotional, cognitive and intellectual development of the children in care.

### **MAJOR RESPONSIBILITIES (but not limited to):**

- To interact directly with the children, parents and staff to provide quality care.
- To assist with the planning and implementing of a consistent child-centered programming in accordance with QFN standards.
- To establish and maintain positive daily communication with families.
- To maintain a neat, orderly and clean environment, including all activity and program areas, common spaces and washrooms.
- To ensure that all safety and supervision standards are implemented and maintained according to licensing and QFN requirements.
- To attend all training, staff meetings and other event as scheduled by Daycare Coordinator and/or their direct supervisors.
- To work with staff team to deliver a high quality and age appropriate program based on the mission, vision and guiding principals of the daycare.

- To maintain confidentiality of all information related to the centre, the children, their families and staff.
- To maintain regular attendance, punctuality and to be professionally dressed and well groomed.
- Establish and maintain positive daily interaction with QFN members, visitors, and colleagues – in an effort to build meaningful relationships.
- To release children only to those authorized by parent/guardian.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrate a high level of organizational and customer service skills
- Proven excellent verbal communication skills
- Exceptional ability to self-motivate and function with minimal direction and supervision
- Demonstrated ability to work effectively, both independently and as part of a team
- Ability to establish and maintain professional working relationships with user groups, community groups and program participants

### **COMPETENCIES**

- Ability to identify the needs and wants of members/participants as a priority and respond in an effective and timely manner to enhance every person's experience.
- Ability to manage and lead to achieve and exceed identified goals.
- Ability to establish a clearly defined and effective course of action for self and others to accomplish short and long term goals.
- Ability to identify an issue, gathers and processes relevant information, determines possible solutions, selects appropriate responses and implements and evaluates them.
- Ability to speak, write, listen and secure information in a variety of settings.
- Ability to cooperate with others to achieve results.
- Ability to create and build relationships inside and outside the organization.
- Demonstrates and promotes a personal understanding and appreciation for the vision, mission and values of the organization.
- Ability to appropriately manage one's own emotions and strong feelings; maintain a calm and tactful composure under a broad range of challenging circumstances; and think clearly and stay focused under pressure.
- Ability to work cooperatively and productively with others within and across organizational units to achieve common goals: demonstrate respect, cooperation, collaboration and consensus building.

### **QUALIFICATIONS**

- Early Childhood Education (ECE) diploma or degree from a recognized college or university.
- Current Emergency Child Care First Aid & CPR-C Certification
- Additional courses/training related to child growth and development an asset.
- Experience working with children in a child care/recreational setting
- Good interpersonal skills
- Proven ability to work closely with other team members
- Sensitivity and respect for individual and cultural differences
- Adequate energy level and ability to meet the physical demands of the job

**APPLICATIONS AND SUPPORTING DOCUMENTS:** If you possess the qualifications please send your application with necessary documentation including details of experience, credentials, and names of at least three (3) professional references to the undersigned.

Email resumes and supporting documents to **kakotlatsi@rocketmail.com**

**CONTACT INFORMATION:**

K'ak'ot'lats'i School  
600 Cayuse Road  
Coal Harbour, BC  
Canada V0N 1K0  
Email: kakotlatsi@rocketmail.com

**DEADLINE FOR APPLICATIONS:** FEBRUARY 11, 2019 @ 3:00pm - Interviews will be scheduled for the following week.

**\*\*\*ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED\*\*\***