



### **Indigenous Early Childhood Assistant Job Description**

The Early Childhood Educator will provide a quality, caring, and supportive environment to children, age 0-6, and their families who access the Early Childhood Development (ECD) Drop-In centre curriculum. ECD programs and services are designed to ensure children get the best possible start in life. The work of Early Childhood Educator will contribute towards the following long-term outcomes.

1. Mothers are healthy and give birth to healthy infants who remain healthy.
2. Children experience healthy early childhood development, including optimal early learning and care.
3. Parents are empowered and supported to nurture and care for their families.
4. Communities support the development of all children and families.

Team work, listening, understanding and responding, fostering trust, and developing others are key competencies of this position.

#### **Job Duties / Responsibilities**

- ✓ Provide direct supervision of children in the ECD Drop-In program
- ✓ Model positive parent child interactions
- ✓ Provide support to other ECD programs as required
- ✓ Promote healthy and hygienic practices
- ✓ Coordinate clothing and accessory donations, ensuring that all items received are cleaned, laundered and distributed to clients and families of FRAFCA programs
- ✓ Coordinate safety and sanitation procedures, first aid and emergency medical procedures in the ECD Drop-In program
- ✓ Assist in the overall care and maintenance of the ECD area and equipment
- ✓ Assist the Elder participant in the program delivery as required
- ✓ Assist the ECD Program Coordinator as required
- ✓ Act as a bus monitor for field trips

#### **Skills and Abilities**

- ✓ Knowledge of First Nations culture, traditions and socio-economic barriers
- ✓ Excellent interpersonal communication skills
- ✓ Analytical and observational skills
- ✓ Basic computer skills (including Microsoft Office)
- ✓ Ability to multi-task
- ✓ Experience working in a team environment and in a cross-cultural setting



# FRAFCA

## Fraser Region Aboriginal Friendship Centre Association

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### Requirements / Qualifications

- ✓ Minimum requirement is a Diploma in ECD, Certified ECE, ECE Assistant, or/and equivalent combination of education, years' experience and other relevant certifications may be considered.
- ✓ Must have (or be willing to obtain within 90 days) a valid First Aid Certificate and Food Safe certificate
- ✓ Experiential assets include: a valid driver's license
- ✓ Criminal Record Check and review is a requirement of all employees of FRAFCA

Please submit your application with 3 reference letters to Jessica Pan at [jessica.pan@fracfa.org](mailto:jessica.pan@fracfa.org)

**Pursuant to S.41 of the BC Human Rights Code, preference will be given to Indigenous (Aboriginal) applicants.**