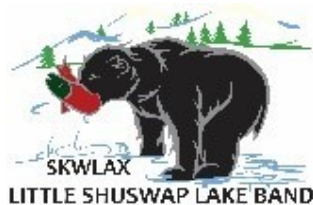


JOB DESCRIPTION – Early Childhood Educator



Little Shuswap Lake Indian Band

LOCATION: Chase, BC

JOB FAMILY GROUP: Skw'lax Daycare

JOB: Early Childhood Educator

Please submit your resume to recruiting@hbccanada.com?subject=Early Childhood Educator

The Organization:

Our client, Skw'lax Daycare, is a day care center located just minutes from the Skw'lax Wellness Center next to the beautiful Little Shuswap Lake. The daycare is a part of the Little Shuswap Lake Indian Band and provides a warm, predictable environment where the children can feel relaxed and secure. They provide infant care (~ 3-8 months), toddler care (~ 19-36 months) and group childcare (~ 37-72 months).

Skw'lax Daycare is currently looking for another wonderful person to become part of their amazing childcare team. If you want to have a positive influence on the growth and development of young children and are creative and passionate about your role as an educator, we want to hear from you!

The Opportunity: A Day in the life of the Early Childhood Educator

The Early Childhood Educator will work under the direction of the Daycare Manager. This position is to provide supervision and implement educational daily programs for children ages 3 months- 6 years in a Group Daycare setting.

Your role will include:

- Providing the program plan for children ages 3 months-6 years old
- Carrying out daily routine requirements
- Educating self on health and safety issues
- Supervision of children ages 3 months to 6 years old
- Awareness of social issues affecting children
- Inventory of equipment and supplies
- Regular housekeeping duties
- Ongoing liaison with parents
- Attending staff and parent meetings
- Preparing nutritious snacks

- Receptionist duties: telephone, fax
- Maintaining regular attendance and punctuality
- Maintaining confidentiality
- Other related duties

Qualifications: What you bring to the organization:

- Licensed with a valid and authenticated Early Childhood Educator Certificate
- Familiar with B.C. Licensing Regulations
- Willing to participate in personal development workshops
- Provide a criminal record check, TB test and medical form
- Provide positive guidelines and work well with children
- Ability to work on a team basis with other staff members
- Have basic computer skills
- Up to date First Aid and Food Safe Certificate
- Personal wellness plan
- Good communication skills; written and verbal
- Work independently, self-starter, willingness to learn
- Familiar with Secwepemc Language and Culture, an asset
- Good role model, education, community and home
- Attention to detail and high level of accuracy
- Ability to meet deadlines and work under pressure
- Strong organizational & time management skills

Our “Must Haves” that make you great”

- Communicates with honesty and kindness, and creates the space for others to do the same.
- Patient, nurturing and flexible
- Organized and ability to work independently
- Excellent time management skills with ability to multitask and prioritize work.

What we will provide:

- Preference given to person of First Nations Ancestry
- Up to 37.5 hours per week
- Training Incentives/ Benefits

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NOTE: Only those applicants under consideration will be contacted. Please accept our utmost appreciation for your interest. We are an Equal Employment Opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, creed, age, sex, gender, sexual orientation, national origin, religion, marital status, medical condition, physical or mental disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, provincial and local laws and ordinances. Reasonable accommodation is available for qualified individuals with

disabilities, upon request. This Equal Employment Opportunity policy applies to all practices relating to recruitment and hiring, compensation, benefits, discipline, transfer, termination and all other terms and conditions of employment. While management is primarily responsible for seeing that equal employment opportunity policies are implemented, you share in the responsibility for assuring that, by your personal actions, the policies are effective.