



Employment Opportunity **EARLY CHILDHOOD EDUCATOR INFANT TODDLER**

Reference No. QSL-LLE-ECEIF-0522

PURPOSE: The purpose of the Early Childhood Educator/Infant Toddler is to ensure the safety of children while in the program and provide administrative support to the team. This is a full time permanent position that works primarily at the Le'lum'uy/lh Daycare Centre with minimal local travel required.

RESPONSIBILITIES:

Ensure The Safety Of Children While In The Program

- Debrief with supervisor, other staff, and parents if issues arise with child
- Address child's behavior issues in an appropriate manner
- Organize appropriate activities to engage children, such as reading, games, and fieldtrips
- Distribute snacks and meals to children
- Monitor and assist children during meal times
- Complete appropriate toileting of children, which may include diaper changes
- Assist children to reach developmental goals
- Adjust level of support given as per the individual child's needs
- Wash and organize laundry, such as bedding and clothing
- Ensure Cowichan culture and values are integrated in an appropriate manner in program activities
- Ensure room is left in a clean and organized state
- Other related duties

Provide Administrative Support To The Team

- Communicate and log any incidents involving a child in the communication book
- Assist parents in the daily sign-in and sign-out of children
- Attend team meetings and staff training
- Document and notify supervisor immediately of any safety concerns
- Other related duties

EDUCATION AND EXPERIENCE: (please attach all required documents)

- Early Childhood Education & Infant Toddler Certificate required; Early Childhood Education Diploma preferred
- Valid ECE License through ECEBC
- Minimum 1 year daycare experience required
- Valid BC Drivers' License and reliable vehicle required
- First Aid & CPR Certificate required
- FOODSAFE Level 1 or above required
- Criminal Record Check required
- Effective December 1, 2021: full vaccination against COVID-19 is required to be eligible for employment at Cowichan Tribes. **All individuals must show Proof of Vaccination as a mandatory condition of their employment**

SKILLS, KNOWLEDGE, AND ABILITIES:

- Knowledge of Cowichan culture, customs, and traditions
- Well-developed written, oral, and interpersonal skills
- Organizational skills
- Time management with the ability to multitask different tasks simultaneously

This position has a competitive salary that will be contingent upon experience and qualifications. Cowichan Tribes offers an excellent benefit/pension plan available after successful completion of probationary period.

HOW TO APPLY: Interested applicants are invited to submit a current resume, a detailed cover letter and three references. Applications must be sent to Human Resources via email before the deadline with the Reference Number in the subject line of your email.

Reference No. QSL-LLE-ECEIF-0522

Cowichan Tribes Human Resources Department

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com/employment>

Deadline: 4:00 p.m. on Monday, May 30, 2022