



Kwakiutl Band

Kwigwis Head Start Daycare, Early Childhood Educator Assistant Job Opportunity

Kwigwis Head Start Daycare has an opening for an Early Childhood Educator Assistant. Position is permanent part time, 20 hours a week, Monday through Friday with the possibility of full time. The Kwakiutl Band offers a benefit package to employees after a probationary period. Wages start at \$19 depending on qualifications and experience. Education opportunities are available.

Job Summary:

Reporting to the daycare manager, educator assistant will work in the daycare providing high quality care. Early Childhood Educator assistant will support creative, holistic, and inclusive programming in a group setting. You will assist Early Childhood Educators to deliver learning experiences to the children. Programming will incorporate the 6 Head Start components: Culture and Language, Education, Health Promotion, Nutrition, Social Support, and Parent and Family Involvement. Our centre values open honest communication in a supportive, positive working environment. Knowledge of Kwakiutl culture and traditions are an asset.

Qualifications:

- Clear Vulnerable Sector Criminal Records Check
- Valid first aid certificate
- Meets the requirements of licensing to practice as an ECE Assistant

Skills

- Strong interpersonal skills
- Work effectively as a team member
- Ability and confidence to work independently
- Maintain professional standards, confidentiality of daycare and families
- Flexible, hardworking, empathetic, and motivated
- Patient with a sense of humour
- Willing to learn

- Knowledge of the Community Care and Assisted living Act and Child Care Licensing Regulations
- Understanding and willing to learn of the development of children and their mental, physical, social, emotional, and spiritual needs-
- Understanding of the importance of inclusivity of children with special needs
- Ability to supervise children's indoor and outdoor activities ensuring safety standards are met
- Ability to follow direction of the manager and Early Childhood Educators
- High professional and ethical standards
- Experience in working with First nations communities and/or organizations an asset

Duties, including but not limited to:

- Guide and assist children in the development of appropriate eating, dressing and toilet habits
- Maintain day-care equipment and a safe outdoor environment including yard maintenance
- Maintain a clean facility following the cleaning policies and protocols

Open until filled

Submit your resume and cover letter: Donna Adlington, Kwigwis Head Start Daycare Manager

E mail: kwigwis@kwakiutl.bc.ca or Box 1440, Port Hardy BC, V0N 2P0