



Employment Opportunity

EARLY CHILDHOOD EDUCATOR/INFANT TODDLER (2)

EARLY CHILDHOOD EDUCATOR (1)

EARLY CHILDHOOD EDUCATOR ASSISTANT (1)

Reference No. QSL-LLE-ECE-0124

PURPOSE: Reporting to the Childcare Manager, Early Childhood Educators will be responsible to ensure the safety of children while in the program and provide support planning and implementing daily activities. These are full-time permanent positions that are required to work at the Lelum'uy'lh Daycare Centre with minimal travel required.

COMPENSATION AND BENEFITS: Cowichan Tribes offers an excellent benefit and pension plan available after successful completion of the probationary period. The position includes paid training, paid vacation and paid sick leave. Depending on experience and qualification, the position is compensated at:

ECE Assistant Certificate: \$20.08 - \$21.29 per hour (\$36,549.02 - \$38,755.08 annually)

ECE Certificate: \$22.13 - \$23.48 per hour (\$40,285.41 - \$42,729.96 annually)

ECE Certificate + Diploma: \$24.43 - \$25.90 per hour (\$44,459.03 - \$47,142.08 annually)

ECE Certificate + Diploma + Infant Toddler Certificate: \$27.50 - \$29.16 per hour (\$50,043.74 - \$53,064.65 annually)

RESPONSIBILITIES:

Ensure the Safety Of Children While In The Program

- Ensure Cowichan culture, language, values and traditions are integrated into program activities
- Assist children to reach developmental goals
- Support programming that promotes the physical, cognitive, emotional and social development of children
- Organize appropriate activities to engage children, such as reading, games and fieldtrips
- Adjust level of support given as per the individual child's needs
- Distribute snacks and meals to children
- Monitor and assist children during meal times
- Address child's behavior issues in a positive manner
- Debrief with supervisor, other staff and parents as required
- Complete appropriate toileting of children, which may include diaper changes
- Wash and organize laundry, such as bedding and clothing
- Ensure room is left in a clean and organized
- Complete additional light cleaning duties as needed
- Other related duties

Provide Administrative Support

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

EDUCATION AND EXPERIENCE: *(please attach all required documents)*

- Early Childhood Education Assistant Certificate Assistant required
- Early Childhood Education Certificate preferred
- Early Childhood Education Diploma and specialized certification(s) an asset
- Minimum 1 year daycare experience preferred
- Valid BC Drivers' License and reliable vehicle an asset
- First Aid that includes Child Safe & Infant CPR certification required
- FOODSAFE Level 1 or equivalent required
- WHMIS certification preferred
- Criminal Record Check with vulnerable sector clearance 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***



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KNOWLEDGE, SKILLS, AND ABILITIES:

- Must be reliable and demonstrate sound work ethics
- Ability to work in a team and demonstrate a positive attitude
- Ability to work efficiently and effectively under minimal supervision
- Ability to maintain and uphold confidentiality in the workplace
- Well-developed written, oral, interpersonal skills and communication skills
- Strong organizational skills and time management skills with the ability to multitask
- Ability to meet physical demands of ECE duties: able to sit on the floor, move up and down with ease, bend and stoop to meet children's eye level, long periods of standing & walking with the ability to lift up to 50lbs
- Knowledge of Licensing regulations; ensuring Lelum'uy'lh Daycare Centre meets all requirements on a daily basis
- Knowledge and understanding of Cowichan Tribes culture, land, traditions and the Hul'q'umi'num' language or a willingness to learn

HOW TO APPLY: Interested applicants are invited to submit a current resume, a detailed cover letter and three references to Human Resources by email before the deadline with the Reference No. in the subject line of your email.

Reference No. QSL-LLE-ECE-0124

Cowichan Tribes Human Resources Department

Email: resume@cowichantribes.com

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

Deadline: 4:00 p.m. Wednesday, January 24, 2024