



Victoria Native Friendship Centre
Internal/External Employment Opportunity
Early Childhood Staff – IT/ECE/ECA
XaXe SFELIT̓KE̓ Daycare



Under the supervision of the Director of Childcare Services the IT/ECE/ECA Instructor will mentor and support children ages zero (0) and five (5) years old to enhance traditional values and cultures in a safe and culturally relevant early learning environment. This is a one-year contract position starting on or around March 31, 2018 to March 31, 2019.

DUTIES: including but not limited to, others may be assigned working with Early Childhood Educator and Director of Childcare Services

- Develop and implement cultural curriculum for children that include activities by telling or reading stories, teaching songs, demonstrating the use of simple musical instruments, preparing craft materials and demonstrating their use, providing opportunities for creative and cultural expression through the media of art, dramatic play, music and physical fitness, and taking the children to local points of interest guide.
- Observe and monitor children's developmental progress and report to Director of Childcare Services any concerns
- Discuss progress of children with parents and Director of Childcare Services, discuss progress or problems of children with parents, ECE/IT/ECA and Director of Childcare Services attend meetings and workshops to develop and discuss new teaching methods may supervise and co-ordinate the activities of other early childhood educators and early childhood educator assistants. May provide support to families including appropriate referrals.
- Plan, carry out and assess developmentally appropriate activities and experiences that promote the well-being of each child, and that respect and reflect the diverse needs of children.
- Ensure guidance of children's behaviors that encourages positive self-concept.
- Ensure positive communication with parents/legal guardians.
- Maintain up-to-date files and monthly statistical reports.
- May act as an advocate for the family.
- Meets with the Director of Childcare Services regularly to review client files.
- Attends team meetings and VNFC staff meetings.
- Represents the VNFC in a respectful manner at all times.
- Is available and receptive to professional development training.
- Participates in community events related to VNFC mandate.

ADDITIONAL SKILLS, KNOWLEDGE AND QUALIFICATIONS:

- Infant Toddler, Early Education or Early Childhood Assistant license
- Experience working in Aboriginal communities and with Aboriginal organizations
- Experience in inclusive child care settings working with children, families, and other professionals
- Strong understand of how Aboriginal culture and history affects parenting and families
- Familiar with common health issues affecting Aboriginal families and children
- Excellent facilitation and communication skills
- Training or experience related to FAS/FAE prevention
- Valid Class 5 or 7 BC Drivers license and regular access to a reliable vehicle. (Valid Class 4 BC Driver's license preferred.)
- Food safe
- Physical requirement – The incumbent must spend a major portion of the work hours standing, walking, and/or lifting heavy objects. The incumbent is required to do a great deal of stretching and bending, and potentially in awkward positions.

EXPECTED KNOWLEDGE, SKILLS AND QUALIFICATIONS:

The successful candidate will possess the following knowledge, skills and qualifications to satisfy licensing requirement:

- A Valid IT/ECE/ECA Certificate with completed 500 hours requirement, would prefer Infant Toddler certification
- Must provide a clear vulnerable sector Criminal record check (within 3 months) (form can be located at <http://www.pssg.gov.bc.ca/criminal-records-review/>)
- Current First Aid

SALARY RANGE: \$19.07 per hour + based on education and certification
HOURS: Monday to Friday 35 hours per week; schedule set to meet Daycare & licensing needs
TERM: This is a one-year contract position starting on or around March 31, 2018 to March 31, 2019
COMMENCES: As soon as possible

Please submit your resume and cover letter attention to:

Ron Rice, Executive Director

(by mail / fax / email to admin@vnfc.ca or in person)

No phone calls please, only those selected for interviews will be contacted.

An eligibility list will be established.

Closing Date: April 25, 2018

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.

Victoria Native Friendship Centre
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