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Cc: Dawn Service, Day Care-Head Start Director

CH/ch

Enclosures (2)

Cathy Hooper
Human Resources Officer
Fort Nelson First Nation



Sincerely,

I thank you in advance for your willingness to distribute this employment opportunity.

www.fortnelsonfirstnation.org.

Our employment posting and job description are attached for review, and also available on our website at

We ask our employees to bring a spirit of happiness and empathy to play based, child centred teachings and learnings; recognizing that the adult is a student of the child, as the child is a student of the adult.

I respectfully request that the attached information be provided to the student body of your institution. Fort Nelson First Nation is seeking Early Childhood Educators (ECE's) and ECE's with Infant-Toddler Citation for its Dehzona Family Centre, offering day care services and infant-toddler programs. We pride ourselves on a holistic approach to child-centred development, which includes Nature as teacher.

Re: Early Childhood Education – Fort Nelson First Nation Employment Opportunities

Dear ECE Instructor:

For Circulation
British Columbia
Recognized Educational Institution
Early Childhood Programs
Via: fax

May 29, 2014



A Nation. A People. Strong, Healthy, Proud & Self-reliant.

Cathy Hooper, Human Resources Officer
Fort Nelson First Nation
R.R. #1, Mile 295, Alaska Highway
Fort Nelson, B.C. V0C 1R0
Fax: (250) 774-7260
E-mail: cathy.hooper@fnation.ca

Closing Date: This position will remain open until filled with suitable candidate. **Start date:** Negotiable. **Starting Wage:** \$18.19/hr.: negotiable pending education and experience. Fort Nelson First Nation is a progressive organization offering an incredible work environment, competitive salary packages, extended medical, dental and vision, pension plan, professional development and career advancement opportunities. To request a detailed job description or to forward your resume, respond to:

Please view full job description and list of requirements on our webpage at: www.fortnelsonfirstnation.org

- Valid Driver's Licence & Driver's Abstract
 - Experience working with students within a Child Care facility
 - Infant and Toddler Citation
 - Diploma in Early Childhood Education and BC Licence to Practise
- Above noted, and:

Desired Qualifications

- Ability to provide own transportation to and from work.
- 19 Years of Age minimum
- Attorney General Criminal Record Check (renew every 5 years); or willingness to obtain
- Food Safe Certification, or willingness to obtain
- Standard First Aid with Child CPR (renew every 3 years), or willingness to obtain
- Good documentation skills
- Ability to understand and follow written guidelines, policies and procedures
- Excellent communication, interpersonal, organizational and time management skills
- Ability to work and maintain harmonious relationships with students, parents and co-workers
- Experience working with infants, toddlers and pre-school students
- demonstration that you are seeking licence to practise in British Columbia
- transcripts and certificate from a recognized Canadian Educational Institution offering ECE programs and a
- Certificate in Early Childhood Education with licence to practise in British Columbia; or ability to produce

Minimum Qualifications

Working in cooperation with the Day Care-Head Start Director the Early Childhood Educator will develop positive relationships with the children and their families, as well as plan and implement culturally sensitive and developmentally appropriate programs for children aged 6 months to 5 years (until children reach grade 1).

And ECE with Infant-Toddler Citation

Early Childhood Educators

Employment Opportunity



FORT NELSON FIRST NATION

Early Childhood Educator - Job Description

Title

Early Childhood Educator/Infant-Toddler Educator

Reports To

Day Care-Head Start Director

Summary

Working in cooperation with the Day Care-Head Start Director the Early Childhood Educator will develop positive relationships with the children and their families, as well as plan and implement culturally sensitive and developmentally appropriate programs for children aged 6 months to 5 years (until children reach grade 1).

Core Competencies

- Strong
- Dependability
- Adaptability
- Physical Energy
- Healthy
- Communication
- Decision Making
- Self Motivated
- Proud
- Collaboration
- Plan & Organize
- Time Management
- Self-Reliant
- Safety Assessment
- Ethics/Integrity
- Problem Solving

Job Duties

- Comply with internal and external policies, procedures, and regulations in the ongoing operation of the centre
- Develop and maintain open and positive relationships with the children and their families.
- Plan, implement and critique activities and experiences offered to ensure they are in harmony with the philosophy and policies of Dehzaona Family Centre and licensing requirements.
- Encourage and support children with self-help skills, learning empathy, toileting, and taking responsibility for their own actions, as well as any daily function they may need assistance with.
- Ensure the children's play space is safe by removing potential hazards and documenting accidents/incidents.
- Maintain standards set out in the Dehzaona Family Centre Codes of Conduct.
- Attend planning sessions to plan, discuss and document program plans.
- Maintain regular attendance and punctuality.
- Attend all scheduled staff meetings.
- Follow positive behaviour guidelines, established by Dehzaona Family Centre, that reflect accepted Early Childhood Education practise. Keeping in mind policies and procedures set out by the staff handbook.
- Create and maintain a healthy environment for the children and adults at Dehzaona Family Centre.
- Assist in program evaluations, as well as observations and developmental assessments of children: reporting any concerns to the Day Care-Head Start Director.
- Keep up to date with the Early Childhood Educator profession and advocacy.
- Assist in the meal preparation and clean up on a rotational basis with other room staff.
- Other related duties as is necessary and required.

Minimum Qualifications

- Certificate in Early Childhood Education with licence to practise in British Columbia; or ability to produce transcripts and certificate from a recognized Canadian Educational Institution offering ECE programs and a demonstration that you are seeking licence to practise in British Columbia
- Experience working with infants, toddlers and pre-school students
- Ability to work and maintain harmonious relationships with students, parents and co-workers
- Excellent communication, interpersonal, organizational and time management skills
- Ability to understand and follow written guidelines, policies and procedures
- Good documentation skills.
- Standard First Aid with Child CPR (renew every 3 years), or willingness to obtain



- Food Safe Certification, or willingness to obtain
- Attorney General Criminal Record Check (renew every 5 years); or willingness to obtain
- 19 Years of Age minimum
- Ability to provide own transportation to and from work.

Desired Qualifications

Above noted, and:

- Diploma in Early Childhood Education and BC Licence to Practise
- Infant and Toddler Citation
- Experience working with students within a Child Care facility
- Valid Driver's Licence & Driver's Abstract

Other Assets:

- Knowledge and experience working within a First Nation Community
- Ability to speak Cree and/or Dene.

Working Conditions

- Work 7 hours daily within 8:00am-5:00pm timeframe; 2 fifteen minute breaks and one hour lunch (unpaid) daily
- Be available for one evening staff meeting per month and occasional Parent Nights.
- Be flexible to work occasional weekends for community events involving child centred activities.
- Ability to lift up to 18 kilograms (40 lbs.)