



## Nooaitch Indian Band

2954 Shackelly Rd. Merritt, BC

Ph. 250-378-6141 F. 250-315-1010

[reception@nooaitchband.ca](mailto:reception@nooaitchband.ca)

Our Vision is healthy and economically successful community that respects our traditional culture and values.

## JOB POSTING

**DEPARTMENT:** Nooaitch Head Start

**POSITION/TITLE:** Early Childhood Educator Assistant ECE-A

**SUPERVISOR:** Head Start Manager

The Nooaitch Indian Band is currently looking for a ECE-A to join our Head Start team. As the ECE-A, you will be responsible for supporting (**ECE/Manager**) in: planning and carrying out culturally safe and developmentally appropriate activities that honour the customs and traditions of the Nooaitch community.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Follows the general day to day activities or operations of the AHSOR program
2. Promotes, encourages and assures the AHSOR 6 components are implemented and delivered for children and their families
3. Assists in the implementation of culturally responsive and developmentally appropriate early education activities/curriculum in all programs, while embedding the teachings of the Nooaitch Community
4. Follows general program services and or deliveries as directed while ensuring procedures, policies etc. are maintained and updated.
5. Submit accurate and timely reports as directed
6. Performs other related duties as assigned.

### Desired Knowledge, Competencies & Behaviors

1. Knowledge of AHSOR 6 components, practices and principles related to early child learning/development
2. Knowledge of needs specific to Aboriginal/First Nations populations in the area of early child learning and development
3. Encourages families to participate in a variety of meaningful opportunities as they are available. Demonstrates the ability to build trust and positive relationships with families in the program
4. Act as a role model of appropriate behavior
5. Ability to work cooperatively as a member of the childcare team, environment through personal behavior, work contributions and the sharing of knowledge
6. Participates in the developing of new ideas and methods for program enhancement and has the ability to adjust and adapt to changes
7. Takes personal initiative with good planning and organizational skills
8. Actively seeks volunteers into the program area and promotes AHSOR within the community

## **JOB SPECIFICATIONS**

### **Education & Experience**

1. Valid license to practice, ECE Assistant license to practice and or other related experience
2. Preferred work experience in a childcare facility.
3. Knowledge of the Community Care and Assisted Living Act, Child Care Licensing Regulations
4. Knowledge of the Indigenous Early Years; Early Learning Childcare Framework and the ECEBC Code of Conduct and/or the Elements of Quality Care from the Perspective of Aboriginal Peoples in BC
5. Skills such as planning, organizing or other related skills
6. Organized and demonstrates the ability to multi- task with minimum supervision
7. Good verbal and written communication skills and proven ability to establish rapport with others
8. Ability or willingness to use a computer and or learn MS Word, MS Office, MS Excel etc.
9. Valid Emergency Child Care First Aid Certificate that is recognized by Child Care Licensing Regulations
10. Record of immunization history
11. Must successfully pass the required pre-employment Criminal records check through the Province of BC
12. Knowledge and appreciation of First Nation people and how culture impacts in the development of young children
13. Proof of education documentation

### **Interested applicants please direct resumes and cover letter to:**

Nooaitch Band

2954 Shackelly Rd. Merritt, BC V1K 1N9

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**Deadline for applications December 12, 2023:** Posting will remain open until a suitable candidate is found.