



McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0
Main Office (250) 750-4415 Fax: (250) 750-4420

Job Posting

Job Title: Early Childhood Educator or ECE Assistant
Department: Education
Position Type: Part-time
Hours of work: 21 hours/week (*may be working overtime with prior approval as required*)

Job Summary:

McLeod Lake Indian Band is looking for reliable, creative and nurturing individuals to join our dynamic team. We are ideally looking for educators with their Basic ECE qualifications however ECE Assistants will be considered. The successful candidates must love working with children and work well in a team environment.

Duties include and are not limited to:

- Plan, carry out, and assess developmentally appropriate activities and experiences in harmony with the centre's philosophy
- Individualize the curriculum
- Ensure guidance of children's behaviour that encourages positive self-concept
- Ensure the child's environment is healthy and safe
- Ensure positive communication with parents
- Contribute to the ongoing operations of the centre
- Promote the centre within the community
- Perform any other duties as directed by the Health Director

Desired Competencies & Behaviours

- Believes in and practices the mission, goals of the program
- Ability to build trust and positive relationships with families in the program
- Act as a role model of appropriate behaviour
- Ability to work cooperatively as a member of the childcare team, facilitating a team environment through personal behaviour, work contributions and the sharing of expertise and knowledge
- Participates in the developing of new ideas and methods for program enhancement and has the ability to adjust and adapt to changes
- Maintains a constant awareness of the "client" and exhibits recognition and appreciation of their needs with the ability to achieve results with positive outcomes for families accessing the program
- Ability to be energetic, resilient and maintains a sense of humour when personal resources are challenged
- Achieves results with positive outcomes for children in the program
- Effective interpersonal skills under all types of conditions, exhibiting a supportive, positive approach
- A high degree of personal initiative with good planning and organizational skills

- Maintains timely and accurate files
- Continuing personal and professional development in related areas
- Actively incorporates volunteers into the program area
- Ability to lift (up to 25 kg)

Working Conditions

- The childcare facility is licensed for up to 8 children. May increase during summer holidays, spring break activities.
- Indoor and outdoor activities
- Standing, bending, crouching, some lifting
- Maintain Covid protocols/ cleaning standards

Qualifications/Assets

- Diploma in Early Childhood Education
- Current BC License to Practice
- Level 1 First Aid certificate
- Documentation in accordance with Community Care Facilities Branch licensing requirements
- An Understanding of the issues that affect children and their families, First Nations preferred
- Excellent interpersonal skills with parents, community members
- Mature and responsible attitude towards work
- Willingness to work flexible hours
- Criminal Records check

Submit resumes to:

McLeod Lake Indian Band
General Delivery
McLeod Lake BC V0J 2G0
Attention: Human Resources Advisor
Email: hrdept@milib.ca

Opening date: April 14th, 2021

Closing date: April 28th, 2021

***No phone calls please, only those short-listed for an interview will be contacted. Thank you for applying.*