



Employment Opportunity Early Childhood Educator (X3)

Reference No. QSL-LLE-ECE-0919

Purpose: Reporting to the Le'lum'uy'lh Day Care Manager, the successful candidates will be responsible to ensure the safety of children while in the program, and provide support to the team in planning and implementing activities such as circle time, art, science and field trips. The successful candidates will gain front line, hands on experience in the field of Early Childhood Development and Care. This is a full-time permanent position.

Responsibilities:

- Debrief with supervisor and other staff if issues arise with a child
- Organize appropriate activities to engage children, such as reading, games, and fieldtrips
- Distribute snacks and meals to children
- Monitor and assist children during meal times
- Complete appropriate toileting of children, which may include diaper changes
- Assist children to reach developmental goals
- Adjust level of support given as per the individual child's needs
- Wash and organize laundry, such as bedding and clothing
- Ensure Cowichan culture and values are integrated in an appropriate manner in program activities
- Ensure room is left in a clean and organized state
- Assist parents in the daily sign-in and sign-out of children
- Attend team meetings
- Document and notify supervisor immediately of any safety concerns
- Other related duties

Required Education and Experience:

- Completion of ECE Certificate required; ECE Diploma preferred
- Current Criminal Records Check (C.R.C.)
- First Aid certificate is required

Required Skills Knowledge and Abilities:

- Interest in working with children ages 0-6 years
- Ability to connect and engage with children
- Willingness to support families in Head Start goals
- Written, oral, interpersonal and organizational skills
- Ability to maintain strict confidentiality
- Willingness to participate and complete provided training

Interested applicants are invited to submit a current resume and a detailed cover letter clearly stating how you meet the qualifications listed in the job posting. Please reply to the undersigned, quoting the reference number and position title.

Please quote Reference No. QSL-LLE-ECE-0919

Upon submitting cover letter, resume, and three references to:

Human Resource, Cowichan Tribes
5760 Allenby Road Duncan, B.C.V9L 5J1

EMAIL: resume@cowichantribes.com

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

Deadline: 4:00 p.m. Tuesday, October 15, 2019

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry
We thank all applicants in advance only those short-listed will be contacted*