



Snuneymuxw

First Nation

www.snuneymuxw.ca

JOB POSTING

Early Childhood Educator Assistant (ECEA)

1 Full-Time Position

Wage: \$23 - \$25.75 based on experience and qualifications

JOB OVERVIEW

The Snuneymuxw First Nation Daycare objective is to meet the developmental needs of all children for whom care is provided. The goal is to use a holistic approach, which reflects Snuneymuxw culture, to assist them in developing their potential: socially, physically, intellectually, emotionally, and spiritually.

The Childhood Education Assistant (ECEA) work under the guidance of Early Childhood Educators (ECE's) to provide support and direct care for children. The ECEA is responsible for providing care and education for the children of the Snuneymuxw First Nations Daycare in a safe and developmentally appropriate environment.

WHAT'S IN IT FOR YOU?

- Engaging and fun work environment
- Higher ratio of workers to children compared to other daycares
- Competitive wages
- Pension Plan – Employer matched contributions
- Group benefits
- Paid professional development
- 2-week December holiday closure (in addition to regular vacation)
- Federal statutory holidays (aligned with schools/financial institutions)
- Paid sick time

JOB RESPONSIBILITIES:

ECEA responsibilities include:

- Work with other ECE/ECEA's with carrying out activities that include a combination of active/quiet, indoor/outdoor, and individual/group which may include songs, games, and storytelling.
- Engage children in planned activities under the guidance of the ECE's to meet the physical, emotional, intellectual, and social needs of the children in the program.
- Gather the required equipment needed for activities.
- Organize space, equipment, and materials.
- Clean, inspect and maintain equipment to ensure that it is safe for use.



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- Support culturally appropriate activities and programs.
- Clearly, effectively, and respectfully communicate with children in a manner they understand.
- Support and maintain a safe and secure environment that enables children to express themselves and that supports the development of children's self-esteem.
- Provide guidance for children's behavior, encourages positive self-concept and sets reasonable behavior expectations.
- Ensure children are supervised at all times at both indoor/outdoor play times.
- Comply with the staff-to-children ratio as defined in the Childcare Licensing Regulations.
- Support Daycare staff to ensure the basic needs of the children are met throughout the day including feeding of children, clean up after meals, nap times, diapering/toileting, sharing of circle times, art activities and outside play time.
- Work with other staff in the Daycare and/or infant toddler program to create an atmosphere of caring, growth, learning, stimulation, creativity, and respect.
- Communicate effectively and respectfully with parents and encourage them to participate in the program.
- Act as a role model by developing positive routines and using respectful communication.
- Maintain current knowledgeable regarding children's allergies and other special conditions.
- Report all accidents, injuries and illnesses to the Daycare Manager and ensure they are recorded in the daily logbook or on the Incident Report Form.
- Immediately report all incidents of suspected child abuse to the Daycare Manager
- Stay familiar with emergency procedures and participate in monthly drills (fire drills, earthquake drills, etc.).
- Attend training sessions and team meetings as required.

Other Duties:

- Maintain open communication with the Daycare Manager and Early Childhood Educators
- Strive to meet and exceed the national standards of accreditation and provincial standard of childcare licensing regulation.
- Actively seek out and supports activities that promote client, staff, visitor, and contractor safety
- Perform other related duties as assigned by the Daycare Managers and for ECEAs by the ECEs.

JOB REQUIREMENTS

Education:

- BC ECEA Certificate and eligible to register with the BC ECE Registry required.
- Valid First Aid Certificate that includes Child Safe & Infant CPR Certification required.
- Infant & Toddler and/or Special Needs certifications are assets.



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Experience:

- A minimum of one year of experience working in a childcare setting is preferred.

Working Conditions:

- Physical demands include the ability to lift and carry children, lift/carry equipment, sitting on the floor or child sized furniture.
- Take precautions to ensure the health and safety of children, parents, staff, and themselves.
- The working environment may be noisy and busy.
- Must ensure that the children are always supervised, and that children are involved in safe and appropriate activities.
- Must be prepared to always respond to emergencies.
- Ability to follow directions of senior staff.

Knowledge, Skills, and Abilities:

- Ability to provide safe and appropriate activities for children.
- Knowledge of relevant legislation, policies, and procedures.
- Understanding of Coast Salish culture
- Demonstrated ability to implement child activity and development programs.
- Excellent verbal and written communication skills.
- Demonstrated ability to work well within a team.
- Ability to manage multiple competing priorities in a busy work environment.
- Excellent problem solving and decision-making skills.
- Ability to build self-esteem in children.
- Ability to be both compassionate and understanding as well as consistent and fair.
- Ability to work in a manner that is culturally sensitive.
- Ability to relate well to children, staff, and parents.

Willingness Statements:

- Subject to satisfactory reference checks.
- Must be able to obtain and maintain a satisfactory Criminal Records Check-Vulnerable Sector
- Must be able to maintain strict confidentiality in performing duties and demonstrate personal attributes of strong morals, ethics, integrity, respect, trust, honesty, compassion, and accountability.
- Agree to adhere to the Snuneymuxw Policy & Procedures including the Code of Conduct Declaration, Confidentiality Agreement, and Employee Code of Ethics and Personal Conduct.
- Must conduct themselves in a friendly, courteous, and professional manner.



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- Must show a positive and helpful attitude and demonstrate to be trustworthy, dependable, and punctual in all workplace activities.
- Must be available for a variety of shifts between the hours of 7:30AM to 5:00PM, Monday to Friday (subject to change).

Snuneymuxw Standards

Our values will guide us towards becoming a stronger, more effective organization with a positive and mutually beneficial work environment for everyone.

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| Achievement | Deliver what matters Ensure clarity of direction and unity of purpose Inspire excellence and strive for outstanding results |
| Collaboration | Work together to build successful teams and partnerships Be open, inclusive and share knowledge Seek, provide, and act on feedback |
| Community Commitment | Know our community and put them first Listen to and understand community needs Be responsive, close the loop and deliver on promises |
| Integrity | Own your actions, successes, and mistakes Act with transparency, honesty, and respect Do what you say you will do |
| Innovation | Look for ways to improve and create positive change Think broadly and take a wider viewpoint Be responsive to new ideas and opportunities |

Please email your current resume and cover letter to:

HR@snuneymuxw.ca

Application Deadline: March 28, 2025 at 11:59pm PST