



## ?ECHEN HEALING SOCIETY

324 HOY ST.  
QUESNEL, BC, V2J3X1  
PHONE: 250-992-9160

### **JOB OPPORTUNITY**

**Position Title:** Early Childhood Educator

**Classification:** Full-time position, 70 hours bi-weekly

**Salary:** To be determined upon experience, extended benefits after probation period

**Location:** 324 Hoy Street N Quesnel, BC, Canada, V2J1X3

**Deadline:** Until filled

The ?Echen Healing Society is a non-profit society and is governed by a volunteer Board of Directors representative from each of the Aboriginal communities of the North Cariboo. The Society works to promote the advancement and well-being of the children, youth and families of the North Cariboo's Aboriginal communities and advocates for and provides programs, services and resources which contribute to community development and capacity building.

#### **Qualifications:**

- Education/training: ECE certificate, including a current license to practice
- Experience: Minimum of one year's experience working with children from birth to school age
- Other qualification: Must be in good physical condition, including the ability to carry objects weighing up to 30 pounds
- Early Child Development Educators are an integral part of the Early Child Development program, providing programming, activities and role modeling to promote healthy child development.
- Supervision: This position reports to ECD Coordinator and has no supervisory responsibility.

#### **Decision Making**

The incumbent may be called upon to provide information to others. Decisions required have a minimal affect on costs or services and largely have an internal impact.

#### **Accountability**

Responsibilities are clearly defined through clear instructions; most problems are referred to a supervisor.

#### **Human Relations**

A good level of communication skills is required for this position as the incumbent regularly works with others. Tact and discretion are required. Communications can influence primarily internal behaviors and attitude.

#### **GENERAL EMPLOYEE EXPECTATIONS**

Employees are expected to work to achieve the outcomes and expectations outlined in their position descriptions. The following general employee expectations shall also form a part of every employee's position description and be considered in all employee performance reviews:

- Work cooperatively and respectfully with staff, Board and community members
- Respect and abide by the Society's policies and procedures

- Participate successfully in staff development programs, both formal and informal
- Perform responsibilities with professionalism
- Effectively evaluate work-related situations and identify barriers and opportunities, relevant facts, resources required and possible resolutions
- Maintain work principles and ethics
- Avoid conflict of interest
- Maintain strict and prudent confidentiality
- Practice and promote effective verbal and non-verbal communication
- Demonstrate good work habits, including but not limited to maintaining the expected hours of work, conscientious application during work hours, and absence from work only per Society policy
- Provide an appropriate role model for the community, particularly regarding the use/abuse of substances
- Respect and practice Aboriginal values as an overriding principle of the Society
- Achieve and maintain all certification, professional development and other requirements of the program and the Society

### **CONTRACT/POSITION–SPECIFIC EXPECTATIONS**

The Early Child Development Educator will work to fulfill the goals and outcomes of the program. Activities and tasks will include, but not be limited to:

- Achieve and maintain all certification, professional development and other requirements of the program and the society, including:
  - immunizations and TB testing as required
  - Child Safe First Aid and Food Safe certification
  - Increase the number of children entering kindergarten ready to learn
  - Work with the ECD staff to develop, implement and monitor/evaluate a flexible daily early child development program that responds to the needs and interests of the local Aboriginal community.
  - Programs to include planned and directed play group sessions
  - Increase the overall health and nutrition of Aboriginal children
  - Increase awareness of the value of and support for early child development in the Aboriginal community
  - Activities may include marketing and promotion to Aboriginal parents
- Through collaboration and partnership, increase the access of Aboriginal people to child development and parent/child services in the community
- Participation on committees as appropriate and directed
- Determine and acquire resources required to develop and deliver effective programs
- Increase the cultural awareness, appreciation and practice of Aboriginal families
- Promote Elder participation in programs

**HOURS OF WORK:** 70 hours bi-weekly Monday-Friday 8:30AM-4:30PM

**Please submit resume and cover letter to:**

**Executive Director**

?Echen Healing Society

Chad Stump

**324 Hoy Street**

**Quesnel, BC, V2J 1X3**

Email: [adminassistant@echenhealing.ca](mailto:adminassistant@echenhealing.ca)

**Only those invited to interview will be contacted.**