



**Malahat Nation**

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**Malahat**

<b>Job title</b>	<i>ECE-ECEIT</i>
<b>Reports to</b>	<i>Director of Early Learning</i>

**Anticipated Start Date:** May 2021/On-going

**Terms of Employment:** Full time- Permanent Employee

**Job Purpose**

Under the Supervision of the Manager of Early Learning, the ECE/ECEIT will work collaboratively in a team environment while caring for and educating children between the ages of 6 months- 5 years old.

**Duties and Responsibilities**

Early Childhood Educator

- Plan, prepare and carry out developmentally and culturally appropriate activities.
- Ensure positive communication and proactive relationships with team members, children & families.
- Adhere to licensing standards of practice.
- Deliver services for children and parents in the capacity as a certified ECE in the full scope of your license to practice.
- Planning and implementation of appropriate age-based activities according to skills and learning levels that promote social interactions and personal development.
- Ensure that all information about children, staff, visitors and volunteers is strictly confidential.
- Help create a nurturing learning environment to foster the development of the children's needs.
- Incorporate culturally appropriate activities as advised by Elders and Manager of Early Learning
- Post weekly/daily activity plans for programs.
- Model positive behaviors and attitudes for children and families.
- Adhere by COVID-19 policies while they apply.
- Participate in training and staff meetings as required.
- Other duties as required.

## **Credentials/Qualifications**

- Bachelor's degree, diploma or certificate in Early Childhood Education is required
- Current active license to practice issued by ECEBC (**Exceptions will be made for recent graduates who need 500 hours**)
- CPR and standard first aid training
- Experience is an asset but not required
- Clean criminal record check including vulnerable sector search prior to employment
- Immunization records

## **The ideal candidate will have the following skills:**

- Knowledge of ECE theory, research and practice
- Strong knowledge of child development
- Experience working independently and, in a team,
- Strong communication skills, verbally and in writing, ability to work well and communicate appropriately with children and families
- Experience working with First Nations in early-year programs (Asset but not required)
- Confidence in working with young children

## **Compensation and work requirements:**

- 24-40 hours per week
- Compensation dependent upon experience \$22-26 per hour
- Benefits and Pension packages included for full-time employee (shared cost)

## **Please submit the following:**

- **Cover letter**
- **Resume including 3 current references**
- **Credentials**

**To Jessica Stevens, fax 250-743-3251 or by email:**  
[Jessica.Stevens@malahatnation.com](mailto:Jessica.Stevens@malahatnation.com)

**Closing Date:** May 14<sup>th</sup> 2021