



Neskonlith Indian Band

739 Chief Neskonlith Drive
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POSITION TITLE: Switzmalph Child Care Centre
Early Childhood Education Assistant (Salmon Arm)

DEPARTMENT: EDUCATION DEPARTMENT

SUPERVISOR: NESKONLITH DAYCARE ADMINISTRATOR

TERM: FULL – TIME

Reference #: 2020 - 01

Job Summary:

Under the direction of the Education Department, Neskonlith Band is seeking applications for Early Childhood Education Assistants. Positions available are for infant/toddler, preschool, and 3-5-year-old daycare programs. Early Childhood Educators will provide quality and inclusive programming in a group setting supporting children and families.

The key operational areas of responsibility are:

As an Early Childhood Education Assistant, you will be responsible for the following job duties:

- Bond with each child and engage the children in activities such as telling stories and teaching songs
- Guide and help children with daily routines such as toileting, dressing, eating, and sleeping
- Prepare snacks, assist in cooking duties and arrange spaces for lunch time
- Assist and participate in the planning and implementation of a consistent child-centered program
- Maintain a neat and clean environment, including all activity and program areas, common spaces, and washrooms.
- Attend our staff training and submit observation report on children periodically.
- Support our team co-workers to deliver a high-quality program

The ideal candidate works well in a dynamic, collaborative, team environment; is flexible and organized; possesses excellent written and verbal communication skills; and the ability to effectively interact with young children, parents, teachers, and team members.

Education & Qualifications

- Demonstrated ongoing commitment to attend professional development courses annually
- Completion of an early childhood education assistant certificate program or post-secondary courses in early childhood education.
- Must have current first aid and food safe certificates
- Valid BC ECE certificate will be an asset.
- Clear criminal record check.

Conditions of Employment:

1. A valid Early Childhood Education Assistant Certificate
2. Criminal Record Clearance
3. Valid First Aid Certificate
4. Ability to obtain a doctor's certificate ensuring health is adequate for position
5. Letters of reference (3)
6. Immunization Status
7. Valid Food Safe certificate

Please submit: Cover Letter and Resume to the Neskonlith Indian Band Attention: Tammy Thomas, Education Director

Via Email: necreception@neskonlithec.com or Mail to: Neskonlith Indian Band, PO Box 318, Chase, BC V0E 1M0. Via Fax: 250-679-2968.

Deadline date for applications: July 10, 2020 @ 4:15 pm.

We thank all applicants for their interest. Only those applicants who are under consideration will be contacted.