



HAISLA NATION COUNCIL

PO Box 1101, Kitamaat Village, BC, V0T 2B0 | (250) 639-9361
Toll Free: 1-888-842-4752 | Fax: 250-632-2840 or 250-632-4794

JOB POSTING (repost: july 25,2019)

The Haisla Nation Council Ci'mo'ca Headstart Childcare Centre has job opening for the following: **Infant Toddler Educator**

The purpose of the Head Start program is to support and encourage each child to enjoy life long learning. More specifically, this will encourage each child to take initiatives in learning through play and will provide each child with enjoyable opportunities to learn. Done in a manner that is appropriate to both the age and developmental stage of the child. The ultimate goal is to engage children in learning so they carry forth enthusiasm, self-esteem and initiative to learn in the future.

As a member of the Centre team you will administer all activities of the daycare program in accordance with policies established by the manager and licencing.

Duties and Responsibilities:

- Maintain ethical standards of the Child Care profession and the C'imo'ca Childcare Centre including maintaining continuing competency in the Early Years profession;
- Maintain confidentiality regarding all information related to the children, families, and personnel and fulfill obligations to respect protection of privacy;
- Work cooperatively with the staff team and community resources to support inclusive practice and address the needs of individual children;
- Monitor the child care facility for hazards and take preventative action as required to ensure the child care environment is healthy and safe for all children. Follow the licensing requirements and the centre's procedures for maintaining health records, administering medication and first aid. Ensure cleanliness and food safe practices are followed;
- Follow all licensing requirements;
- Supervision of children while observing and supporting learning through developmentally appropriate activities.
- Report all accidents, injuries and illnesses to the Manager or designate and record such incidents in the confidential log book and as a reportable incident, as required;
- Report all incidents or alleged incidents of child abuse as required and follow Centre procedures, regional protocols and government legislation;
- Update self-daily on children's allergies, special conditions or other pertinent information.
- Work in cooperation with the Supported Child development Workers that are placed in the classroom who follow designated children who may require additional support

- Encourage families to participate in a variety of meaningful opportunities as they are available and interested. Participate in planning parent conferences;
- Maintain regular attendance and punctuality;
- Participate in the annual performance review process and plan and carry out an annual professional development plan.
- Follow the 6 components of Head Start
- Follow Haisla Nation Council Personnel Policy and Manual;
- Other related duties as requested by the ECE Coordinator or designate.

Qualifications:

- A valid Early Educators Certificate or Diploma specializing in Infant Toddler;
- A valid license to practice in British Columbia;
- Experience in pre-school, day care or classroom setting;
- Familiarity with the legal requirements of child care programs;
- Good interpersonal communication skills –both orally and written;
- Demonstrated organization, time and general management skills;
- Flexible, able to incorporate ideas and changes as suggested by colleagues and parents;
- Must maintain the highest professional and ethical standards;
- A valid first aid certificate;
- Immunization and medical clearance forms;
- A criminal record check clearance letter;
- Approval by Ministry licensing authority as pre licensing staffing requirements.

Interested individuals should submit a cover letter and resume which must include names of three (3) references and the express permission for HNC to contact the references, to:

Stephanie McClure, Human Resource Manager
 Haisla Nation Council
 PO Box 1101
 Kitamaat Village, BC V0T 2B0 Fax (250) 632-2840 PH: (250)639-9361

Email: HNCJobs@haisla.ca

Deadline for applications: Until position is filled

We thank all applicants for their interest, however, only those short-listed will be contacted.