



Early Childhood Education Assistant

Position Status: Full-time

Location: Blueberry River First Nations in northeast British Columbia

Reports to: Early Childhood Education Manager

About Blueberry River First Nations:

BRFN is a First Nations that has successfully litigated in the protection of Treaty 8 Rights and successfully executed an Implementation Agreement with the Province of British Columbia.

Our core values are based on strong culture, traditions, and self-determination. We aim to support lifelong learning for our people we serve through knowledge transfer, teaching, and presenting opportunities for contribution and participation.

Summary of the Position

Early childhood educators plan, organize and implement programs for children between the ages of infancy and six (6) years. The ECE assistant will support and help create and run educational programs that fuel children's intellectual, physical, social and emotional growth. Early childhood educator assistants provide care for infants and preschool- to school-age children under the guidance of early childhood educators.

Responsibilities and Duties

- Supports the development and implementation child-care programs that support and promote the physical, cognitive, emotional and social development of children
- Lead activities by telling or reading stories, teaching songs, taking children to local points of interest and providing opportunities to express creativity through the media of art, dramatic play, music and physical activity
- Plan and maintain an environment that protects the health, security and well-being of children
- Helps with assessing the abilities, interests and needs of children and discuss progress or problems with parents and other staff members
- Observes children for signs of potential learning or behavioral problems and prepare reports for parents, guardians or supervisor



- Guides and assist children in the development of proper eating, dressing and toilet habits
- Establishes and maintain collaborative relationships with co-workers and community service providers working with children
- May plan and organize activities for school-age children in child-care programs before and after regular school hours
- May supervise and coordinate activities of other early childhood educators and early childhood educator assistants.
- Plans, develops and implements developmentally appropriate activities that integrate learning and community, adapting to suit the individual learning needs of each child.
- Partners with the other ECE Teachers on projects, activities and crafts relating to the program, including preparing lesson plans and delivery to children.
- Assists in the supervision of children in the development of life skills and performance of daily activities.
- Monitors for safety of the children.
- All other duties, as required.

Other Duties

- Assists in the preparation, cooking and clean-up of snacks and lunches provided to the children.
- Assists in daily and weekly cleaning and sanitization of the center.
- Attend staff meetings to discuss progress and problems of children
- Contributes to the ECE calendar.

Qualifications and Skills

- Early Childhood Education Certification.'
- Current Registration with the College of Early Childhood Educators
- Valid Child Safe Certificate or willingness to obtain prior to starting work.
- Ability to pass a Criminal Record and Vulnerable Sector checks before commencement of work.
- Knowledge of BRFN community including history, traditions and culture is an asset.
- Work as part of a team and successfully interact with a variety of personality types.



- Excellent oral and written communication skills.
- Maintains high level of confidentiality in the handling of information.
- Able to maintain confidentiality
- Valid BC Driver's License, ability and willingness to travel to remote areas and travel to meetings outside of the region as required;

Work Conditions

- Work is performed primarily in the center.
- Normal hours of work are scheduled between 9:00 a.m. to 4:00 p.m. Monday through Friday.
- Travel may be required within BRFN community and surrounding community.
- Outside supervision of children, weather permitting.

Contact:

Interested applicants should submit their application to Human Resources at hr@blueberryfn.ca. Deadline to submit applications is February 9th, 2024.

We thank all applicants who apply. Please note only those selected for an interview will be contacted.