



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

DEPARTMENT: EDUCATION DEPARTMENT
SUPERVISOR: DAY CARE ADMINISTRATOR
POSITION TITLE: ON-CALL ECE EDUCATOR-LICENSED AIDE WORKER
JOB REFERENCE#: 2017-021

This position is responsible for assisting with the planning, organizing, coordinating and implementing programs and services that best meet the social and educational needs in the Little Fawn Daycare Center.

DUTIES AND RESPONSIBILITIES:

- Assists with the day to day activities in all rooms ranging from infant toddler & 3-5 Rooms to ensure it is operating professionally in accordance with the approved practices, policies, budgets, standards and guidelines. (95%)
- Assists in the implementation of children's programs, including culturally appropriate curriculum
- Documents and reports any behavioural concerns to the Room Supervisor.
- Maintains constant supervision of children at all times.
- Assists in creating a respectful, safe, healthy and nurturing environment.
- Fosters positive social interactions amongst the children.
- Maintains current knowledge of all of the children's files, especially any court orders or allergies.
- Maintains a positive relationship with the parents or guardians
- Implements proper safety and hygiene practices.
- Assists in room preparation to correlate with the monthly themes.
- Assists in light household chores
- Ensures the daycare equipment is in good repair and reports any problems to the Room Supervisor.
- Maintains current knowledge of all emergency policies and procedures for evacuations and fire drills
- Promotes the daycare center, its activities and assists in any fund raising activities.
- Performs all duties and responsibilities in accordance with the Tk'emlúps Indian Band (TIB) policies, standards, and procedures.
- Maintains confidentiality on all matters relating to the affairs of the Education Department and the TIB.
- Other related duties as required. (5%)

POSITION QUALIFICATIONS:

Professional Certification, Education and Experience as per BC Child Care and Licensing Legislation

- ECE educator: Certificate/Diploma or equivalent
- Licensed Aide-one ECE course
- At least one year of work in an aboriginal child care facility an asset
- Must pass Child Care Criminal Record Check.
- License to practice.
- Valid first aide Level C CPR certificate.
- Food Safe Certificate.
- Medical clearance from family physician stating physically and psychologically fit to work with children
- Must be able to complete a Criminal Record Check.
- Must have immunizations up-to-date.

Skills and Abilities

- Good oral and written communication skills.
- Strong analytical, organizational, coordinating and planning skills.
- Knowledge of curriculum and instruction development for early childhood education
- Have the philosophy that children are our future and treat each child with respect, patience and love.
- Ability to take initiative.
- Strong tact and diplomacy.
- Must have strong teamwork and cooperation, service orientation and problem solving and judgement skills.
- Ability to work in multi-cultural settings.

HOURS OF WORK: Normal day shift – 7 hours per day. Non – normal shift may be required.

PAY GRADE: As per current salary grid.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

Deadline for the Job posting is OPEN

Submit Job Application form, cover letter, resume, and references
online: tkemlups.ca, by email: resume@kib.ca, by fax: 250.828.9847,
or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.

Office Hours are Monday to Friday 8:00 a.m. to 3:00 p.m.

As of August 26, 2011 we require each applicant to fill out
an online [Job Application Form](#), which can be found on the tkemlups.ca website