



## *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.

**POSITION TITLE:** Infant Room Educator  
**DEPARTMENT:** Education Department  
**SUPERVISOR:** Little Fawn Nursery Administrator  
**TERMS:** Full-Time  
**REFERENCE #:** 2021-045

### **PURPOSE OF POSITION:**

This position is responsible for implementing programs and services that best meet the social and educational needs of children in the Infant Room at the Little Fawn Nursery (LFN). This includes supporting TteS' vision of Secwepemc language revitalization and LFN's Secwepemc language immersion program.

### **DUTIES AND RESPONSIBILITIES:**

- 1. Assists with the day to day activities of the Infant Room to ensure it is operating professionally. (95%)**
  - Plans and implements age appropriate infant programs that are stimulating, nurturing, predictable and encourage holistic growth and development.
  - Fully participates in "on the job" Secwepemc language mentoring program.
  - Implements culturally appropriate curriculum as needed.
  - Documents and reports any chronic child behavioural concerns that may require additional supports to the LFN Administrator.
  - Completes specific infant child care duties, such as: changing diapers, creating nap time, etc.
  - Sanitizes and prepares bottles and feeds infants.
  - Teaches children how to feed themselves.
  - Implements schedules and routines.
  - Teaches verbal and non-verbal communication to children.
  - Cleans and sanitizes all play equipment, feeding tools and other related objects.
  - Maintains constant supervision of children at all times.
  - Creates a caring, creative, respectful, safe, healthy and supportive environment.
  - Fosters positive social interactions amongst the children and supervises all new children's integration into their program.
  - Maintains current knowledge of all the children's files, especially any court orders or allergies as required.
  - Build and maintain positive relationships with parents or guardians and encourage them to participate in the nursery programs.
  - Maintains open lines of communication with parents or guardians to discuss matters related to the healthy growth and development of their children.

- Implements proper safety and hygiene practices such as sanitizing and preparing bottles.
- Organizes the Infant room in preparation for the children and makes changes to correlate with the monthly themes.
- Assists in light household chores, such as cleaning or snack preparation that meet Canada's Food Guide requirements.
- Ensures the LFN equipment is in good repair and reports any problems to the LFN Administrator.
- Maintains current knowledge of all emergency policies and procedures for evacuations and fire drills and, if necessary, record any relevant information.
- Attends all staff meetings and participates any training sessions as directed by the LFN Administrator.
- Promotes the LFN, its activities and assists in any fundraising activities.
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
- Maintains confidentiality on all matters relating to the affairs of the Education Department and the TteS.
- Participate in learning and singing Secwepemc songs and dances and teach these to the children.
- Implement programs for language and gross motor development.
- May be required to train and mentor practicum students.
- Documents infant's daily activities, such as how much they ate, slept and were diapered.
- Washes dirty laundry (daily and weekly).
- Ensures nap times are regularly scheduled.

**2. Other related duties as required. (5%)**

**Professional Certification, Education and Experience:**

- Early Childhood Education Certificate/Diploma or equivalent and 2 years related experience in the childcare field or an equivalent combination of education and/or training.
- Must have Infant/toddler certificate.
- First Nation language proficiency certificate or be willing to complete.
- Must pass Criminal Record Check-Vulnerable Section.
- Must possess a license to practice.
- Must possess a Valid Emergency Child Care first aid and Level C CPR certificate.
- Must possess a Food Safe certificate.
- Must complete an annual physical exam and TB test.
- Working with aboriginal children is an asset.

**Skills and Abilities:**

- Ability to work with and build relationships with infants, toddlers and parents.
- Demonstrated ability to coordinate and manage concurrent activities, keeping staff and colleagues informed.
- Good oral and written communication skills.
- Strong analytical, organizational, coordinating and planning skills.
- Proven ability to set priorities and meet deadlines.
- Knowledge of curriculum and instruction development for early childhood education and Secwepemc language, history and culture.
- 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 shifts – 7 hours. Non-normal shifts maybe required.

**PAY GRADE:** As per current TteS wage grid.

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

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

## **Deadline for the Job posting is April 28, 2021 by 2:00pm**

**Submit Job Application Form, cover letter, resume, and references  
online: <https://tkemlups.ca/employment>, 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 4:00 p.m. &  
closed for lunch from 12:00pm to 1:00pm**

We require each applicant to fill out  
an online application form which can be found at: <https://tkemlups.ca/employment/>

**Any late submissions or submissions without the job application form will not be considered.**