



ECD Teacher

JOB SUMMARY:

The goals of the ECD programs are focused on providing services for Aboriginal children aged 0-6. We will provide healthy starts for these children and their families. We aim to have the capacity to meet their children's developmental needs in a culturally appropriate manner.

This position is primarily responsible for facilitating various drop-in programs for parents and their children 0-6 years. Staff will provide outreach service to identified families in their homes or in the community. The primary focus of most outreach will be addressing barriers to the family receiving services.

REPORTS TO: Child Development Program Manager and Executive Director

KEY DUTIES AND RESPONSIBILITIES:

- Promote and support traditional cultural teachings and practice for our families, agency, and community.
- To provide supportive professional relationships with the parents and extended family of the children in the center's care.
- Use traditional Seven Sacred Teachings and Medicine Wheel to promote physical, emotional, spiritual and intellectual development.
- Develop and implement Family Drop-in programs for parents and caretakers of children 0-6 years old with the use of, but not limited to; Aboriginal felt stories, books, Cedar kit, Granny and Grandpa kit and Seven Sacred Teachings kits.
- Responsible for teaching a range of topics including: ages and stages of child development, family roles and responsibilities, child behavior, and other issues, such attachment, coping and communication skills.
- Develop culturally and developmentally appropriate crafts for children 0-6 years old.
- Assist Elders in developing Indigenous Aboriginal Language program.
- Develop and maintain developmentally appropriate Cultural Literacy Kits.
- Maintain contact with parents attending children's groups by phone or email.
- Model and demonstrate best practices in ECD.
- Encourage healthy interactions between parent and child.
- Responsible for creating and maintaining an environment of safety and wellness in the ECD Drop-In, including overall group dynamics and when supported visits are taking place during Drop-In.
- Respond to parents questions about child development.
- Maintain book lending resource library.
- Assist in the overall care of ECD area and equipment.
- Monitor and maintain all aspects of programs such as, but not limited to: Registration, shopping for programs, food prep, petty cash, cheque requisitions, program budgeting, promotion, creating and distribution of program calendar, brochures and flyers.
- Assist in singing and drumming groups within all family ECD programs.
- Provide outreach services to families as needed, such as, but not limited to: providing information of local community resources or referrals to programs within the agency.
- Adheres to the policies and standards of *Spirit of the Children Society*, as established in policy and program manuals, Health & Safety Guidelines, job descriptions, written memos, and verbal agreements.
- To maintain a healthy and safe environment. Comply with WCB health and safety standards.



- Participate in agency events and planning such as, but not limited to; Annual Mini-Teaching Pow-wow, Aboriginal Day Celebrations, Welcome Home Ceremony, Family Nights, and Family Christmas Gathering.
- Provide assistance when needed in agency programs such as, but not limited to; Building Healthy Relationships with Our Children, Hasé, new parents groups, father involvement programs, Aboriginal Mother Goose programs and Elders' teachings sessions.
- Participate in team meetings, agency meetings and professional development and cultural trainings deemed necessary for this position.
- Maintain health records and administer first aid and medications as required. Observe and remove potential hazards. Report all incidents of suspected child abuse and/or neglect and follow organizations procedures and government legislation.
- Maintain an appropriate record and information system. Prepare and maintain accurate data for use in monthly and annual reports. Ensure that accurate program and client records are maintained and that confidentiality is a priority. Ensure that all pertinent registration requirements and documentation is complete.
- Comply with all legal and licensing requirements.
- Assist Early Years Program Manager with administration tasks as needed such as: assisting with proposal writing and grant reporting.

QUALIFICATIONS:

Education and Experience

- ECE certificate or diploma or equivalent combined training and experience.
- Experience working with children 0-6 years and their families
- First Aid certificate and Food Safe

Skills and Attributes

- Outgoing, energetic individual with strong organizational skills, ability to multi-task in a dynamic working environment; self-motivated personality; ability to work independently and as a team player.
- Ability to facilitate parenting groups.
- Knowledge and ability to teach a range of related topics, including child development, parenting strategies, and attachment.
- Knowledge of Aboriginal communities, organizations and service providers within the Circle 6 area.
- Knowledge of Aboriginal and urban Aboriginal culture, traditions, history, and issues required.
- A strengths based, solution oriented, and family centered approach is required.
- Reliable transportation and current valid BC Driver's License and willing to obtain business insurance and liability coverage.
- Driver's Abstract required.
- Criminal records check required.

TERMS OF EMPLOYMENT:

This is a full time position during the contract year from April 1 – March 31. This position is dependent upon negotiated funding.

WAGE: 47000-49000 per year



ADDITIONAL INFORMATION:

All workers must be aware of the potential for allegations to be brought against them by clients and therefore, must conduct themselves in a manner where behaviours/actions cannot be misinterpreted. Workers are required to take precautionary measures and to follow safety guidelines to ensure their safety. Workers must be aware of the risks when working with potentially hostile or aggressive clients and follow safety guidelines to ensure their safety.

Workers must maintain confidentiality, undergo annual successful criminal record checks, and to be sensitive to diversity among clients, co-workers and the community.

This position will be exposed to a high level of noise and distractions from children. Direct delivery may include moderate physical activity involving walking, standing, bending, and lifting children.

TO APPLY:

Send an email with your cover letter, resume and three references to t.bell@sotcs.ca. Candidates of Indigenous ancestry strongly encouraged to apply; please self-identify in your cover letter.