



ʔAQʔAM

JOB DESCRIPTION

Position:	Early Childhood Education (ECE) Assistant
Department:	Community Health and Wellness
Reports to:	Daycare Manager
Date:	May 2017
Position Type:	Permanent Full-Time

OVERVIEW

ʔaqam is a member Community of the *ktunaxa Nation* (pronounced 'k-too-nah-ha'). *ʔaqam* Organization exists for the Community. Externally, we are here to serve the Community, and internally, we are our own Community, comprised of different departments unified by our Vision, Mission, and values. As a team, through our own roles and departments, the *ʔaqam* Organization works together to achieve our strategic plan – “ka kni#witiyała ~ Our Thinking”, and continue to progress and move our Community forward.

POSITION SUMMARY

The ECE Assistant is responsible for providing support to the ECEs and supervising children on a daily basis, providing a safe and healthy environment.

KEY RESPONSIBILITIES

- Supervise children at the *ʔaqamnił* Daycare, ensuring their safety and well-being while in *ʔaqam*'s care.
- Plan and facilitate activities to engage children.
- Prepare snacks and lunch on a daily basis.
- Provide assistance to the ECEs as requested.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated ability to effectively communicate and engage with children, parents, coworkers and stakeholders; ability to quickly build rapport and trust.
- Patient and approachable.
- Highly organized and good time management skills.
- Ability to keep calm under pressure and quick decision-making skills.
- Ability to plan and develop activities for children that are age-appropriate and engaging.
- Knowledge of applicable laws and regulations (e.g. Community Care and Assisted Living Act, Child Care Licensing Regulation, etc.).
- Demonstrated knowledge of *ktunaxa*/Aboriginal people and *ktunaxa*/Aboriginal culture is an asset.
- Provide transportation with Org. vehicle from time to time if necessary.

TRAINING, EDUCATION AND EXPERIENCE

- Early Childhood Education (ECE) Assistant Certification and licensing
- Previous experience supervising and working with children is an asset.
- Completion of and possession of valid CPR and First Aid Certificate.
- Food safe certificate.
- Vulnerable Sector Check and Criminal Record Check clearance required.
- Physical and mental clearance letter from Doctor.
- Valid BC Class 4 driver's license would be an asset
- Immunization records (up to date).

CRITICAL SUCCESS FACTORS

The core of our business is serving the *ᑭᓐᓴᓐᓄ* Community and the ktunaxa Nation overall. Therefore, anyone who joins the organization should have an understanding of *ᑭᓐᓴᓐᓄ* and/or the ktunaxa Nation. This understanding can be gained from being a member of the *ᑭᓐᓴᓐᓄ* Community and/or the ktunaxa Nation, being from *ᑭᓐᓴᓐᓄ* or ktunaxa ancestry, or from working with the Community and/or the Nation. If a person looking to join the *ᑭᓐᓴᓐᓄ* Organization does not currently possess this understanding of the Community or Nation, they must demonstrate a genuine interest to learn more and immerse themselves in the culture to gain a greater understanding.

The importance of being a team player, cooperative and dedication to the children cannot be stressed enough. The Daycare Centre requires a cohesive, positive, flexible and exuberant team to help prepare the next generation for success!

I have read, acknowledge, understand and agree to follow this document.

Employee

Date

Daycare Manager

Date

Chief Operating Officer

Date