



Malahat Nation  
110 Thunder Road, Mill Bay, BC, V0R 2P4  
Tel: 250.743.3231 Fax: 250.743.3251  
info@malahatnation.com www.malahatnation.ca

## **Malahat Nation is Hiring!!!!**

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|-------------------|--|
| <b>Job title</b>  | <b>Early Childhood Educator/Child and Youth worker</b> |
| <b>Reports to</b> | <i>Director / Social Programs</i>                      |

**Anticipated Start Date:** As Soon As Possible

**Terms of Employment:** Permanent Part Time

### **Job purpose**

Under the Supervision of Director Community & Social Programs, the Early Childhood Educator or CYW will develop curriculum and supervise children ages five years and up in a variety of child and youth programming. The Early Childhood Educator will provide professional front line support and advice to the Nation on Early Childhood Education programs.

### **Duties and responsibilities**

ECE/CYW

- Planning, preparing and carrying out developmentally and culturally appropriate programs and activities.
- Ensure positive communication and proactive relationships with team members, children & families.
- Ensure that Coast Salish traditions, language and cultures are integrated throughout all Early Years Programs
- Deliver services for children and parents in the capacity as a certified Early Childhood Educator (ECE) in the full scope of your license to practice
- Ensure all related paperwork (forms, consent etc..) are collected, completed in full and filed
- Planning and implementation of appropriate aged –based activities according to skills and learning levels that promote social interactions and personal development
- Design and coordinate and implement Spring/Summer Day Camps and After School program
- Ensures that all information about children, staff, visitors and volunteers are strictly confidential
- Post weekly/daily activity plans for age group you are working with
- Role model appropriate behaviours and attitudes for children and families we provide service to
- A willingness to train for Indian Registry Agent
- The Indian Registration Agent will determine membership and process membership cards and keep membership lists up to date.



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### **Credentials/Qualifications**

- Designated ECE from an accredited institution
- Licensed to practice as an ECE (unrestricted) in the Province of BC
- CPR and Standard First Aid Training or
- Child and Youth worker certification from an accredited institution

The ideal candidate will have the following skills:

- Knowledge of ECE theory, research and practice
- Strong knowledge of child development
- Experience working independently and in child care settings
- Strong communication skills, verbally and in writing, ability to work well and communicate well with children and families
- Experience working with First Nations in Early year programs
- Ability to maintain a high level of accuracy in preparing and entering reporting requirements
- Confidentiality concerning all social program files and citizens within programs
- Ability to work in a high paced environment dealing with difficult emotional and critical issues
- Exceptional time management skills

This combined will be 24 hrs/week

**Please submit your cover letter, resume and copies of credentials to Shawna Karr,  
Manager, Social Programs in person, fax 250-743-3251 or by email  
[Shawna.Karr@malahatnation.com](mailto:Shawna.Karr@malahatnation.com) by February 28, 2018**