



Internal Job Posting
Early Childhood Educator Assistant
Grid 6 \$22.79-26.15
Valemount

Date: March 12, 2024

Subject: Early Childhood Educator Assistant

In accordance with the collective agreement between the Community Social Services Employers Association (CSSEA) and United Food & Commercial Workers Union (UFCW) section 24.1(c) Job Postings, the Employer is posting notice of this position so that all members will know about the vacancy.

Robson Valley Community Services (RVCS) has a temporary eighteen (18) month position consisting of 22.5 hours per week for an Early Childhood Educator Assistant in Valemount, open to all genders. This temporary position ends September 30, 2025. The hours of work must fall during Monday-Friday between 8:00 AM-5:00 PM. Membership to the UFCW union is mandatory. Benefits such as paid sick time, vacation accrual and professional development opportunities are available to the successful applicant.

How to apply:

Please submit your cover letter and resume by email, in confidence, to Krista Voth at kvoth@rvcsbc.org and CC ed@rvcsbc.org. This position is open until filled.

Your interest in this opportunity will remain confidential, and your application will not be shared with anyone outside of the hiring team at Robson Valley Community Services. We thank all applicants for their interest, but only short-listed applicants will be contacted. If you are concerned that you may not meet one of the requirements of this posting, but are still interested in applying, we encourage you to reach out and see if accommodation may be available.

Job Summary

The Early Childhood Educator Assistant (ECEA):

Under close supervision, the ECEA, assists senior staff to provide support and direct care to children 0-12 years of age including children with diverse abilities and infants and toddlers to stimulate and develop their intellectual, physical and emotional growth. ECEA brings a strength-based approach to excellence in service delivery and reports to the Child Care Centre Manager

Key Duties and Responsibilities

- Assists senior staff in monitoring children in indoor and outdoor activities and during rest periods. May be responsible for a designated group of children without senior staff present in accordance to the Child Care Licensing Regulation (CCLR) of British Columbia.
- Assists in planning, preparing and carrying out developmentally appropriate programs and activities.

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- Conducts activities with children on an individual and group basis to promote the development of physical, cognitive, emotional and social skills.
- Attends to children's physical needs, which may include diapering, toileting, eating and sleeping.
- Maintains records, reports problems or concerns to senior staff.
- Keeps program facilities and equipment safe and clean, reporting any repairs and concerns to senior staff.
- Maintains relevant qualifications in compliance with CCLR.
- Adheres to Roots of Life Child Care Centre's Staff Policy and Procedure Handbook.
- Champions ongoing compliance with accreditation standards, new standards, and CARF requirements.
- Stays current with RVCS programs and services.
- Assists with other duties as required, aiding with the efficient operation of the organization.

Education and Knowledge

- Requires completion of Grade 12 and enrollment in Early Childhood Educator Certificate Program
- Good working knowledge of the Local, Provincial, and Federal legislation and regulations as relevant to the work.
- Strong knowledge of RVCS programs and services.

Experience and Skills

- 1 month of recent related experience. Or an equivalent combination of education, training and experience.
- Excellent communication and organizational skills, including written skills appropriate for report writing.
- Willingness to learn, be creative and flexible when situations change, adaptable to new technologies, and able to work in ambiguous environments.
- Experience working effectively and in a non-judgmental manner with families and children from different cultures, ethnicity, and socio-economic backgrounds.
- Experience with program planning, report writing and working with children of varied ages.
- Demonstrated cultural competency.
- Proven ability to work collaboratively across programs and with community partners.
- Uses a trauma-informed practice approach.
- Ability to establish and maintain good interpersonal relations and a high degree of professionalism.
- Ability to operate all equipment and technology associated with the duties of the position.
- Ability to work independently with a minimum of supervision.
- Physically able to perform the duties of the position including many hours spent on floor work with children, lifting children and bending to be at eye level with children.
- Cultural competency and sensitivity to diversity.
- Successful results of criminal records check.
- Willingness to assist in a variety of age groups.

