

# METLAKATLA FIRST NATION

## JOB OPPORTUNITY

### Early Childhood Educator (ECE)

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**Date Classified:** April 6, 2023  
**Business Unit:** Metlakatla First Nation (MFN)  
**Location:** Metlakatla, British Columbia  
**Reporting to:** Head Start Coordinator

Metlakatla First Nation has an immediate opening for a full-time Early Childhood Educator (ECE) located in Metlakatla, British Columbia. As the successful candidate, you will be responsible for providing nurturing care and education to young children in a group setting in accordance with the goals and curriculum plans of the Centre and the policies and procedures of the Metlakatla Head Start Program.

#### Responsibilities:

- Under the direction of the Head Start Coordinator, establish and carry out a daily activity schedule that incorporates child-directed activity, care routines and transition times.
- Provide in and out of daycare educational programs and learning activities for children.
- Provide a daily balance of active/quiet, indoor/outdoor, and individual/group activities.
- Help children with their personal needs.
- Organize space, equipment and materials before activities.
- Assist children in expressing themselves by listening and responding with questions or comments.
- Assist with the daily operation of the Head Start Program and facility as needed and requested.
- Responsible for the constant supervision, safety and wellbeing of the children.
- Establish and maintain regular communication with parents as needed.
- Observe and record relevant information on each child's progress as required by the program and as requested.
- Share responsibility for maintaining program equipment in good repair; assist with toy/equipment disinfecting.
- Share responsibility for maintaining the play environments and storage areas in an organized and clutter-free condition.
- Assist in maintaining a safe and healthy work environment by promptly reporting any existing and/or potential workplace hazards to the supervisor.
- Performs all other duties within the scope of the position, as assigned.

#### Education and Experience:

- Early Childhood Education diploma or provincially recognized equivalent.
- Valid Standard First Aid and Level "C" CPR; ability to lift (up to 25 kg).
- Must have a proficient level of organizational and time-management skills.
- Must have a proficient level of computer skills in areas suitable to the requirements of the position.
- Must be able to take the initiative and multi-task at times to accomplish the assigned tasks and activities.
- Knowledge and understanding of the Metlakatla environment and culture are a must.
- Required to submit a CPIC (Criminal Reference Check) with a vulnerable sector screening.
- Exhibit a high degree of initiative and self-direction.
- Believe in and practices the mission and goals of the program.
- Ability to build trust and positive relationships with families in the program.
- Ability to demonstrate a commitment to embodying a personal addiction-free lifestyle.
- Comply with all Metlakatla policies and guidelines.
- Act as a role model of appropriate behaviour

#### Submission Deadline:

- April 21, 2023
- We invite all interested parties to reply in the strictest confidence to the Director of Human Resources at [hr@metlakatla.ca](mailto:hr@metlakatla.ca).