

TILLICUM LELUM ABORIGINAL FRIENDSHIP CENTRE

Administration Office

774-B Centre Street
Phone: (250) 753-4417
Fax: (250) 753-8122

Education Centre

927 Haliburton Street
Nanaimo, BC V9R 6N4
Phone: (250) 753-8291
Fax: (250) 753-6560

Health Centre

602 Haliburton Street
Phone: (250) 753-6578
Fax: (250) 754-1390



Courier/Mailing Address: 927 Haliburton Street Nanaimo, BC V9R 6N4

Early Childhood Education Assistant

Tillicum Lelum Aboriginal Friendship Centre

Description – Tillicum Lelum Aboriginal Friendship Centre's The 'Uxwin Mimne' (Small precious, dearest ones) Early Learning Daycare Centre is opening on or before September 5, 2017. We are now accepting registrations and applications for staff and up to 28 multi age 1-6 year olds.

Location – 550 Seventh St. Nanaimo BC, V9R 3Z2

Full time – estimated start date – approximately August 15, 2017

Job description:

- Develop and implement childcare programs that support and promote physical, cognitive, emotional, social and cultural development of children
- Lead activities by telling/reading stories, teaching songs and taking children to local points of interest, provide opportunities to express creativity through the media of art, dramatic play, music, physical activity
- Develop culturally appropriate programs and activities, incorporating an Indigenous world view
- Develop activities that introduce math and literacy concepts
- Be familiar with emergency procedures
- Guide, assist children in the development of proper eating, dressing, toilet habits
- Observe children for signs of potential learning/behavioral problems and prepare reports for parents, guardians or supervisor
- Establish guidelines for behavior
- Clearly and effectively communicate in a manner that children understand
- Plan, maintain and environment that protects health, safety, security, wellbeing of children
- Establish, maintain collaborative relationships with coworkers and community service providers working with children
- Assess abilities, interests, needs of children, discuss progress/challenges with parents and other staff members
- Bathe, diaper and feed infants and toddlers
- Provide opportunities for sleep and rest time
- Supervise the provision of nutritious snacks and lunches
- Prepare snacks, arrange room/furniture for lunch and rest periods
- Submit written observations on children to early childhood educator/supervisors
- Maintain daycare equipment, assist in general cleaning, housekeeping and cooking as necessary

- Attend staff meetings in service, discuss children's progress or challenges, attend training as required
- Assist in supervision of assistants, aides, volunteers in the daycare
- Maintain appropriate files and records of all the children in attendance
- Maintain current all personnel requirements to meet licensing specifications

Eligibility Requirements:

- Bachelor's Degree or College Diploma in Early Childhood Education is required
- Experience in urban Aboriginal communities is an asset
- Valid ECE Certificate
- Criminal Record Check
- Effective verbal, listening and interpersonal skills is required
- Working effectively as a team player is required
- A combination of sitting, standing, walking, and lifting is required
- Caring for children can be physically demanding – The daycare employee maybe lifting/carrying children/equipment/furniture and may spend time sitting on the floor or child size furniture
- Evidence for the Personnel File that the employee has complied with the Province's Immunizations and TB testing as required
- Valid First Aid certificate required
- Valid CPR certificate required

40 hours /week - Work schedule typically 8:30-5:30 with a one hour unpaid lunch break.

Apply by email to educationcentre@tillicumlelum.ca or drop off a resume and cover letter to 927 Haliburton Street, Nanaimo BC