



Ditidaht First Nation

Physical Address:
Balaats'adt Village
Nitinaht Lake, British Columbia

P: 250-745-3333
F: 250-745-3332

Mailing Address:
P.O. Box 340
Port Alberni, BC V9Y 7M8

Email: reception@ditidaht.ca
Web: <https://nitinaht.com/>

Early Childhood Educator Assistant (ECEA) Job Posting

Job Title:	Early Childhood Educator Assistant (ECEA)	Job Category:	Permanent Full-Time
Department:	Daycare	Rate of Pay:	\$22 - \$28/ hour, based on qualifications and experience
Location:	Balaats'adt Village, Nitinaht Lake	Posting Date:	November 28 th , 2024
Reports To:	Education Director	Closing Date:	Posted until filled.

Organization Overview

Ditidaht First Nation is a vibrant and culturally rich community located at the north end of Nitinat Lake on Vancouver Island, British Columbia. Our main community, Balaats'adt Village, serves as the administrative center and gateway to the world-renowned West Coast Trail. Committed to preserving our heritage, promoting the Ditidaht language, and fostering growth and development, we aim to provide exceptional services and support to our community and members while embracing the natural beauty that surrounds us.

Position Overview

We are seeking a compassionate and enthusiastic Early Childhood Educator Assistant (ECEA) to support our Early Childhood Educators in providing a nurturing and culturally rich environment for children aged 0-5 years. Reporting to the Education Director, the ECEA will assist in implementing programs that promote the physical, emotional, intellectual, and social development of children.

Key Responsibilities

- Help to ensure the continuous supervision, safety, and well-being of all children.
- Help to develop and implement culturally appropriate curriculum and activities.
- Support the ECEs to plan, prepare, and implement stimulating, age-appropriate activities that promote children's social, emotional, cognitive, and physical development.
- Assist ECEs in delivering educational programs and activities.
- Support the physical, emotional, and social development of children.
- Prepare materials and set up environments for learning and play.

- Assist in maintaining a safe, clean, and organized learning environment, including sanitizing toys and equipment.
- Supervise children during indoor and outdoor activities, ensuring their safety.
- Help integrate Ditidaht language and culture into daily routines.
- Support children with individualized needs, adapting activities to ensure inclusion.
- Participate in the preparation and serving of nutritious snacks and meals.
- Help with diapering, toileting, and personal care routines as needed.
- Observe and record relevant information on each child's progress.
- Communicate with parents and caregivers as directed.
- Participate in team meetings and professional development.
- Follow all licensing regulations and Ditidaht First Nation policies.

Key Skills

- Basic knowledge of early childhood development.
- Ability to engage positively with young children.
- Good communication and interpersonal skills.
- Ability to work collaboratively in a team environment.
- Dependable and punctual.
- Willingness to learn and incorporate cultural teachings.
- Basic first aid skills.
- Familiarity with behavior management and positive guidance techniques.
- Basic knowledge of health and safety regulations in a childcare setting.
- Strong observational skills to monitor children's health and development.
- Enthusiasm for working with children and fostering their growth.
- Team player with a collaborative approach.
- Adaptability and flexibility in a dynamic work environment.
- Understanding of Indigenous cultures, with a preference for familiarity with Ditidaht traditions.

Qualifications

- Valid Early Childhood Educator Assistant Certificate in British Columbia.
- Experience working with young children is an asset.
- Current Child Safe First Aid and CPR Certification, or willingness to obtain.
- Food Safe Level 1 Certification, or willingness to obtain.
- Clear Criminal Record Check, including Vulnerable Sector Check.
- Knowledge of Ditidaht culture, traditions, and language, or willingness to learn.
- Experience working with Indigenous children and families is an asset.
- An acceptable combination of education and experience may be considered.
- **Note:** *We encourage applications from individuals whose backgrounds may not align perfectly with the qualifications listed but who bring a unique perspective and experience to the role.*



Other Requirements

- Up-to-date immunizations as per licensing requirements.
- Ability to physically participate in activities with children, including lifting and outdoor play.
- High degree of trust and confidentiality.
- Maintain positive, professional working relations with staff, community, and partners.
- Lifestyle consistent with the duties and responsibilities of the position.
- Must demonstrate professionalism while dealing with sensitive issues including tact, discretion and sound judgment.
- Clear Criminal Record Check and Vulnerable Sector Check (available upon request).
- Willingness to be office-based in the Nitinaht Lake community.
- Knowledge of the Ditidaht language or a willingness to learn is considered an asset.

Core Competencies & Personal Characteristics

Core Competencies

- **Holistic Thinking and Stewardship:** Understands the interconnectedness of community, environment, and cultural heritage; cares for the Ditidaht people and natural environment to promote overall well-being and sustainability.
- **Cultural Pride and Knowledge:** Values, upholds, and actively promotes Ditidaht traditions, language, and heritage, fostering a strong sense of identity and continuity among community members.
- **Adaptability and Innovation:** Integrates traditional practices with modern advancements, demonstrating resilience, flexibility, and creativity in adapting to change and managing multiple priorities.
- **Community Engagement and Collaboration:** Actively contributes to the community's well-being through strong relationships, teamwork, and participation in initiatives and events.
- **Effective Communication and Respect for Diversity:** Communicates ideas clearly and appreciates diverse backgrounds and perspectives, fostering inclusivity and meaningful interactions.
- **Economic Initiative:** Seeks and develops opportunities that support the Nation's economic growth and sustainable prosperity, aligning efforts with community goals.
- **Client Service Excellence and Hospitality:** Delivers high-quality, responsive service; welcomes and shares resources generously, reflecting the Ditidaht tradition of hospitality.

Personal Characteristics



- **Respectful and Empathetic:** Honors individuals, traditions, and the community; understands and shares the feelings of others, fostering a supportive and inclusive environment.
- **Committed and Accountable:** Demonstrates dedication to community goals; takes ownership of tasks and obligations, ensuring dependability and responsibility in all duties.
- **Resilient and Energetic:** Maintains a positive attitude during challenges; adapts effectively to setbacks; displays enthusiasm and passion while maintaining productivity and balance.
- **Honest and Transparent:** Upholds truthfulness and openness, building trust through integrity in all actions.
- **Culturally Grounded:** Respects and appreciates cultural and spiritual traditions; shows a willingness to engage in cultural activities and incorporates cultural practices into work and community engagement.
- **Proactive and Innovative:** Acts as a self-starter who takes initiative; embraces creativity and new ideas to address challenges with minimal supervision.

Hours of Work

- 8:30 am – 4:30 pm, Monday to Friday

Salary and Benefits

- Competitive wage based on experience and qualifications,
- Opportunities for professional development and training.
- Paid time off and company pension plan.
- Supportive work environment with a focus on work-life balance.
- Potential for career advancement within the organization.

Application Process

This posting will close when the position is filled. Apply by sending your cover letter, resume, proof of educational credentials, and contact information for three professional references to:
Email: admin@ditidaht.ca

Ditidaht First Nation is committed to employment equity and welcomes diversity in the workplace. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

General Contact Information

Ditidaht First Nation Administration Office
P.O. Box 340
Port Alberni, BC V9Y 7M8

Phone: 250-745-3333

Fax: 250-745-3332

Website: <https://nitinaht.com/>

