

INTERNAL/EXTERNAL POSTING

Early Childhood Infant and Toddler Educator – Permanent Full Time

Purpose:

Working collaborately with a team of Early Childhood Educators plan, develop and deliver daily activities that support and promote the health and development of children 0 – 12 years of age, using the Reggio Emilia approach to learning.

Accountability:

Reports to Child Care Manager and/or designate.

Responsibilities:

- As a key member of a child care team, plan, develop and deliver daily activities that support and promote the health and development of the children 0 – 12 years of age.
- Lead children in activities of their interest providing opportunities for creative expression through a variety of media – art, dramatic play, music etc.
- Guide and assist children in the development of daily life skills – eating, dressing, and toilet habits.
- Plan, organize and coordinator resources, equipment and supplies in order to ensure smooth delivery of the program
- Build and maintain collaborative relationships with families and other community service providers.
- Assess the skills, abilities, interests and needs of children and refer to appropriate community support services.
- Ensures compliance with all relevant service and safety standards (including WCB and Child Care Facilities Licensing), record-keeping and reporting requirements, and contractual obligations with staff, contractors, volunteers, and students.
- Maintains program participation records and outcome measurements.
- Provides first aid attention when circumstances require such attention and only when his/her first aid certification is current.
- Other related duties as required.

Qualifications:

- Must have valid Infant and Toddler Early Childhood Educator and/or Early Childhood Educator License to Practice
- Minimum 3 years experience working in an inclusive childcare setting
- Experience working in a not for profit sector delivering community based programming
- Experience working with children (0 -12 years of age) including those with special needs and their parents/guardians
- Understanding of the Reggio Emilia approach to learning.
- Strong computer skills
- Strong organizational and planning skills
- Demonstrated ability to comply with policies and procedures regarding privacy, confidentiality, record keeping and reporting.
- First Aid certificate
- Medical clearance
- Clean Criminal record Check
- Class 4 drivers license (or willingness to obtain)

Desired but not required:

- Knowledge of community services in the South Surrey/ White Rock area
- Second Language abilities
- Food Safe Level 1

Skills/Qualities:

- Excellent interpersonal and communication skills, especially listening skills
- Solid Written communications skills (English)
- Willingness and ability to work independently and as a member of a team, which may include service providers from other agencies.
- Understanding of the Reggio Emilia approach to learning and documentation procedures.
- Creativity, flexibility and initiative
- Understanding of and commitment to an assets/strength-based approach to working with families

- Appropriate personal and professional boundaries
- Ability to maintain an unbiased attitude towards clients and their situations and ability to maintain confidentiality and ethical standards of service.
- Ability to respect and work with a diverse range of employees, clients, and community members including children, youth, and families of all races, all religions, all cultures, all sexual orientations, all abilities and all economic levels.

Terms – Permanent Full Time

Salary: The hiring range is ANH Band 5-6 (\$18.10-\$22.12, depending on qualifications)

Here is what we can offer you:

<ul style="list-style-type: none"> • Being part of non-profit community based organization that is over 100 yrs. old • Salary: The hiring range is ANH Band 5-6 \$18.10-\$22.12 (depending on qualifications) • Wellness Program: We encourage overall well being
<p>Extra Perks-hired as a regular staff member:</p> <ul style="list-style-type: none"> • Upon successful yearly reviews we offer a very competitive salary grid • 3 weeks paid vacation (after 3 months probation) • Extended Medical and Dental (after 3 month probation) • Pension Plan (after 1 year)

Application details:

Candidates working with the Association of Neighbourhood Houses of BC are encouraged to apply.

Deadline: Wednesday, February 21, 2018 at 4:00 p.m. Position will also remain open until a suitable candidate is found.

Send a resume and cover letter by email to:
Stefani Chandler, Child Care Manager
schandler@alexhouse.net

APPLICATIONS MAY ONLY BE SENT BY EMAIL

*ANHBC/Alexandra Neighbourhood House is an equal opportunity employer.
 We regret that we can only contact those candidates invited to an interview.
 No phone calls please.*