



CARIBOO FAMILY ENRICHMENT CENTRE

Strengthening the Quality of Personal, Family, and Community Life

Early Childhood Educator Assistant

Job title	<i>ECE Assistant</i>
Reports to	<i>Early Care and Learning Care Supervisor</i>

Job purpose

Early Childhood Educator Assistants are expected to be an active team member of a team which provides safe, high quality early childhood education and care for children. The ECE Assistant may be responsible for providing input to the ECE staff on the screening and assessing of each child under their care. The ECE Assistant is responsible to work with the ECE staff to implement the individual care plans to facilitate successful child development and readiness for school.

Duties and responsibilities

The duties and responsibilities of the ECE staff member include:

- Following all CFEC Policies and Procedures
- Maintaining a safe environment for all children under their care
- Implementing programming to support the successful development of children within their program
- Assist in assessing and screening children for developmental milestones and develops individual care plans to meet gaps
- Regularly communicating with team members and Supervisor to ensure continuity of care for children
- Positively interacting with parents/care givers to support strength based parenting role
- Ensuring that children are supervised at all times and that staffing is in accordance to Child Care Licensing ratios
- Adhering to all Child Care Licensing regulations and requirements
- Following CFEC behavior management policy
- Be aware of potential child and youth safety issues including physical or sexual abuse, neglect, suicidal ideation and report situations to Program Manager/Executive Director and notify appropriate authorities
- Commitment to the mission, vision, values, code of ethics and confidentiality policy of the CFEC
- Understanding and practice of clear boundaries with clients
- Keeping up to date on best practice within their discipline and participate regularly in training opportunities
- Attending all CFEC staff meetings, program team meetings and committee meetings as appropriate to the role
- Other duties as required
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PO Box 2427 · #1-486 South Birch Avenue, 100 Mile House, B.C. V0K 2E0

Phone: (250) 395-5155

Fax: (250) 395-1811

Web: www.cariboofamily.org

eMail: cfec@cariboofamily.org

The CFEC is located within the traditional territory of the Tsq'escen people, part of the Northern Secwepemc to Qelmu'cw.



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Qualifications, experience and abilities

Qualifications include a BC recognized Early Childhood Education Assistant Certificate and First Aid Certificate

All candidates must be in good health and possess a Doctor's note that they are fit to work full time in a Child Care.

All candidates must have a Clear Criminal Record Check.

Values include:

- Demonstrated empathy, caring, compassion and understanding for clients
- Genuine commitment to support vulnerable children and families
- Personally integrated values of trauma informed care

Working conditions

Caring for children is mentally demanding work. Work schedules are dependent upon the needs of the children and the program and may extend beyond the regular scheduled shift.

All staff are expected to flexible and fill in as needed throughout the Cariboo Family Enrichment Centre based on operational and client requirements

Physical requirements

Caring for children is physically demanding work requiring lifting and carrying children as well as stooping, bending and reaching overhead to ensure children are safe.



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For more information on Cariboo Family Enrichment Centre and the Early Care Learning Centre please review our website at www.cariboofamily.org

For further information on this Full time, Part time and/or casual position please send your resume and contact

Lisa De Paoli

Executive Director

1-250-395-5155 or ldepaoli@cariboofamily.org

Nov 4, 2015



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