



Child Care - Early Year's Educator

The Burnaby Neighbourhood House serves as a community focal point – a place where families and individuals can go to get support and services; a place where new immigrants become involved in their community and can find information and resources that will help them with their adaptation and integration into the community; where seniors and youth can gather; and where all these groups can come together in activities and events that aim to link generations and cultures and create a stronger community.

It seeks the involvement and input of community members in the development and implementation of supportive programs and services. It draws residents together to create a healthier community through their involvement.

Job Description:

The position of Early Year's Educator requires positive, energetic, and experienced people. The leaders are responsible for engaging with and supervising children in a busy group infant/toddler and 3-5 years centre. This role involves: assisting in planning and implementing daily activities, managing behaviour, providing learning opportunities and support for participants, attending to the developmental (social, emotional, physical, and cognitive) needs of participants and their families, supporting volunteers, and providing a safe and welcoming atmosphere for participants to engage in activities.

General Duties and Responsibilities:

1. Promotes Neighbourhood House program philosophy by ensuring programs have the opportunities to interconnect and achieve client integration across program areas.
2. Engage with children in a variety of activities that support their development.
3. Supervise participants and ensure safety in the program.
4. Performs first aid treatment.
5. Assists supervisor in planning monthly program appropriate for preschool children.
6. Assists supervisor in documentation of children's development.
7. Assist with set-up and take down of the program.
8. Works in cooperation with staff and volunteers, to implement and evaluate programs.
9. Works within budget limits.
10. Works with and provides leadership to volunteers.
11. Talks with parents/caregivers on a regular basis.
12. Participates in regular staff meetings and training sessions.
13. Develops positive relationships with participants and act as a role model and mentor.
14. Supervises participants on trips away from the centre.
15. Assists with light cleaning and centre maintenance.
16. Performs other duties as required.

Qualifications:

1. Knowledge and awareness of issues surrounding diversity and multiculturalism.
2. A high level of functional spoken and written English skills sufficient to ensure successful communication with staff, children and parents
3. Early Childhood Educator Certificate or Early Childhood Educator Assistant Certificate and valid license to practice.
4. Infant/toddler Certificate (an asset).

Our Mission is to make neighbourhoods better places to live.

4460 Beresford St. Burnaby, BC V5H 0B8 P: 604-431-0400 F: 604-431-9499 info@burnabynh.ca www.burnabynh.ca

5. Special Needs Certificate (an asset).
6. 2-3 years experience providing care and mature guidance to children 0-5 years in a daycare.
7. Current 1st Aid and CPR certification.
8. Current criminal record check.
9. Documented compliance with BC's immunization and tuberculosis control programs.
10. Documentation of full COVID-19 vaccination.
11. Current Level 1 Foodsafe certificate or Food Safety Certificate (required within 3 months of hire date). (<http://www.health.gov.bc.ca/protect/food-safety-module/files/home.htm>)
12. Healthy Eating in Child Care Setting Certificate (required within 3 months of hire date). (<https://learninghub.phsa.ca/Courses/6820/healthy-eating-in-the-childcare-setting-division-of-responsibility-model>)
13. Anaphylaxis in Child Care Setting Certificate (required within 3 months of hire date). (<http://www.allergyaware.ca/>)
14. High 5 – PHCD Certificate (required within 3 months of hire date). (<https://www.bcrpa.bc.ca/courses/high-five/>)
15. Early Learning Framework Certificate (required within 3 months of hire date). (<https://mytrainingbc.ca/ELF/index.html>)
16. Connecting with Families Certificate (required within 3 months of hire date). (<http://ocr.openschool.bc.ca/course/index.php?categoryid=6>)
17. 2nd language an asset.
18. Class 4 driver's license and asset.

Hours of Work & Rate of Pay:

Staff work up to 37.5 hours a week in rotating shifts between 7:00 am-6:00 pm. Starting wages are \$19.15 ECEA, \$19.82ECE, \$20.42 I/T plus \$4.00 wage enhancement for those eligible. Upon successful completion of probation period, we offer 10 sick days per year, 2 weeks paid vacation, extended health benefits, and professional development opportunities for those who work 20 hours or more.

Accountability:

Educators report to and are supported by the Early Year's Supervisor.

Please reply with resume and cover letter quoting the position you are applying for along with copies of training certificates to:

Hiring Committee
 Burnaby Neighbourhood House
 Email: saras@burnabynh.ca

Closing date: Until positions are filled.

Position start date: As soon as possible.

Location: Burnaby

We thank all who apply however, only those candidates to be interviewed will be contacted. **No phone calls please.**

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