



VICTORIA NATIVE FRIENDSHIP CENTRE

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Early Childhood Educator

Job Description for:	Early Childhood Educator
Job Category:	Frontline
Department:	Early Childhood Supports
Program/Team:	Daycare
Reports To:	Daycare Manager
Date of latest draft:	July 8 th , 2024

Job Summary

Working as part of the VNFC Daycare Team, and reporting directly to the Infant Team Lead and Daycare Manager, the Early Childhood Educator (ECE) mentors and supports children to enhance regulation skills and create an inclusive setting in a culturally relevant learning environment.

Roles and Responsibilities

As an ECE Worker, job duties include the following:

- Engage children in ways appropriate to their age level
- Develop and implement cultural curriculums for children
- Work as a team member with ratio childcare staff
- Support children with extra support needs to fully participate in the childcare setting
- Encourage and model social interaction with the child(ren)'s peers
- Provide culturally appropriate daily experiences that support and promote the development of all children in the setting
- Communicate in a positive way with children and families
- Act as a resource person to parents and caregivers related to appropriate cultural parenting practices.
- Work collaboratively within a multi-disciplinary team and network with other resources to promote holistic health and wellness within the family system and environment
- Work as part of a Team to host evening family and cultural events as planned
- Maintain client confidentiality

“VNFC respectfully acknowledges the territory of the Ləkʷəŋən People, known today as the Songhees & Xwsepsum on whose land we live, work, learn and prosper.”

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As a member of the VNFC Team, job duties include the following:

- Document and report activity in alignment with VNFC practices and support internal and external reporting as required including maintaining accurate case management, monthly stats, file recording and monthly reporting systems.
- Attend relevant professional training and meetings when directed.
- Participate in staff development, staff meetings and department meetings as required, including community and cultural events.

Knowledge and Skills

Familiarity and experience in Indigenous Communities

- Knowledge of Indigenous culture and practices; in particular those of the current individual filling this role, or those communities previously served by this person, and some knowledge of the practice and beliefs of the Coast Salish, Nuu-chah-nulth, and Kwakwaka'wakw first peoples.
- In depth knowledge of the experience of Indigenous peoples in Canada including the ongoing processes of colonization, discrimination, and structural violence, and the effects on the health and wellbeing of Indigenous communities; understanding of the wellness and healing capacities of Indigenous cultural resiliency and resurgence.
- Knowledge and practice of providing community-based services to Indigenous peoples using philosophies of cultural humility and cultural safety.

Communication Skills and Abilities

- Excellent interpersonal communication skills with the ability to successfully develop and maintain relationships with diverse internal and external stakeholders
- Excellent written communication skills with the ability to independently write reports, electronic correspondence, and other forms of professional communication.
- Ability to effectively present information and respond to questions from clients and the general public
- Ability to read, process and integrate findings into practice from a range of resources including peer-reviewed literature and governmental reports.
- Proficiency in Microsoft Office 365 including Word, Excel, and Outlook a requirement.

Leadership Skills and Abilities

- Ability to work independently, be self-motivated, and be part of an integrated community team and in partnership with a variety of agencies.
- Ability to multi-task while remaining composed and maintaining a professional attitude in high stress situations.
- Ability to relate well with families, co-workers, other professionals.
- Ability to act as a role model for healthy lifestyle choices and demonstrate respect for people of all ages.

Program Abilities and Knowledge

- Ability to practice using philosophies of cultural safety and humility, and trauma informed care.
- Knowledge and ability to work ethically and maintain professional boundaries when working with vulnerable clients.
- Knowledge of family-centered practice, child development, early intervention, family support, inclusive childcare and community-based services.
- Experience in inclusive childcare settings working with children, families, and other professionals
- Ability to meet physical requirements related to spending a major portion of the work hours standing, walking, and/or sitting and have the ability to bend, stretch and lift program equipment and supplies for program delivery.

Qualifications

Education

- Possess an Infant Development (IFD) certificate or diploma or bachelor's degree in Child and Youth Care, Early Childhood Education, Social Work, or related field OR possess an Early Childhood Education Certificate and/or Diploma, First Nations Family Support Diploma, Diploma in Child and Youth Care or equivalent.
- If incumbent does not have an IFD certificate or diploma, they must be willing to work towards gaining this qualification
- Recognized course(s) related to position, particularly any focused on cultural safety and humility; or equivalent lived and/or professional experience

Work Experience

- A minimum of two to five years in experience in infant development or related field and work, or willingness to enter position at an entry level for a period of time
- Preference for past experience working in an Indigenous serving organization or community setting.

Licenses and/or Certificates

- Valid BC Driver's license
- Clean Driver's record

Other

- Access to a reliable vehicle
- Required to provide current vulnerable sector criminal record check