



Immigrant Services

Early Childhood Educator Assistant (ECEA)

Casual Position

Position Summary:

This position assists in the provision of support and direct care to children under 6 years, including special needs children or infants/toddlers, to stimulate and develop their intellectual, physical and emotional capacity.

Provides culturally sensitive child care for children of English second language parents/ caregivers on site. Assists with care and child adjustment issues within the Canadian cultural context.

Qualifications:

Education, Training and Experience:

- Early Childhood Education Assistant Certificate
- First Aid Certification.
- Experience in young children's programming or in caring for young children through a business or organization.
- Experience with immigrant and refugee settlement issues, particularly in relation to childcare.

Job Skills and Ability:

- Ability to maintain a supportive, non-judgmental stance and ability to support a diversity of parents and children.
- Skills in developing and maintaining relationships.
- Understanding of child development milestones and child guidance techniques.

Key Duties and Responsibilities:

1. Welcome children and their families to the program.
2. Assist Early Childhood Educator in monitoring children during activities and rest periods.
3. Assist in planning, preparing and carrying out developmentally appropriate programs and activities.
4. Under close supervision, conduct activities with children on an individual and group basis to promote the development of physical, cognitive, emotional and social skills.
5. Attend to children's physical needs, which may include diapering, toileting, eating and sleeping.
6. Maintain required records, reports problems or concerns to Early Childhood Educator.
7. Keep program facilities and equipment safe and clean, reporting any repairs and concerns to the Early Childhood Educator.
8. Complete all mandatory learning requirements.
9. Performs other relevant duties as required.

General:

- Wage rate as per BCGEU Collective Agreement, benchmark title, Grid Level 6 - \$22.79 plus 10.6% in lieu of benefits.
- This position requires Union membership.
- This position is open to all persons.
- This position requires successful completion of a criminal record check.
- This position reports to the Settlement Services Coordinator.

Please mention the name of the job position you are applying for in your cover letter.

NO phone calls. Only short listed applicants will be contacted.

Please submit your cover letter and resume to:

Human Resources
Chilliwack Community Services
45938 Wellington Avenue, Chilliwack, BC V2P 2C7
Fax: 604.792.6575 Email: careers@comserv.bc.ca

Closing Date: 12:00 Noon, September 29, 2023