

**Early Childhood Development-Infant Toddler Program Assistant  
FULL TIME  
Job Description**

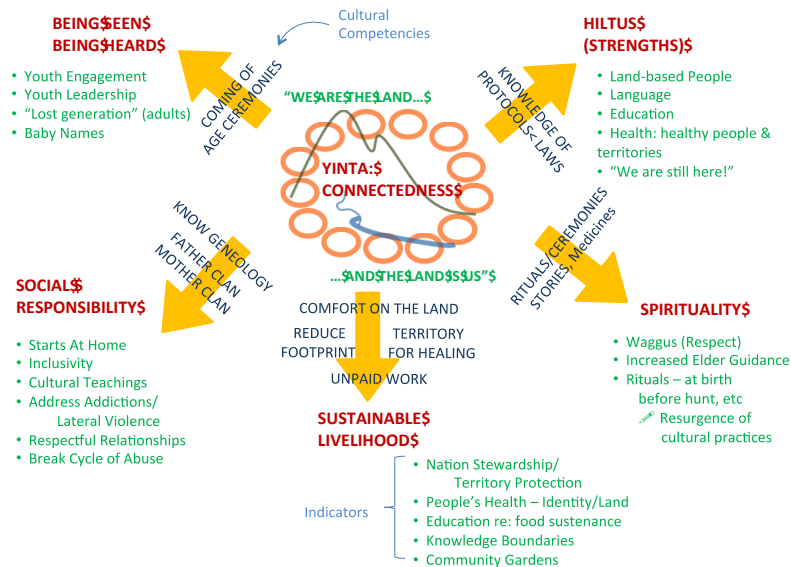
**Posted Date: August 24, 2020, 2020  
Closing Date: Friday, September 11th, 2020 @ 4:30pm  
Submit Resume + Cover Letter to the Front Desk or electronically to Tara McKinnon:  
tmckinnon@wetsuweten.com**

**Program Summary:** The Wet'suwet'en Early Childhood Development Program is funded by MCFD to provide services to children and families living in Smithers, BC. This program is designed to provide high quality early childhood development grounded in a distinctly Wet'suwet'en way of being and knowing. Our Hereditary Chiefs' goal is to support the best possible start for their youngest members. Being grounded in a strong sense of cultural identity is the foundation upon which all early childhood development activities take place. The Early Childhood Development program is a practice application of the Wet'suwet'en Wellness Working Group, which has developed the Wet'suwet'en Holistic Wellness Conceptual Framework (see below). While the Early Childhood Development Program centers on Wet'suwet'en cultural practices, children and families from all cultural backgrounds are most welcome to participate.

**Position Summary:** By utilizing the Wet'suwet'en holistic wellness conceptual framework, the ECD Infant-Toddler Assistant is responsible for working as part of the Early Childhood Development team to provide infants, toddlers and children with experiences and opportunities that allow for the development of curiosity, initiative, problem-solving, and creativity, as well as a sense of self, cultural identity, and a feeling of belonging to a group. The ECD Infant-Toddler Program Assistant takes direction from the Pre-School Teacher and the Infant Toddler Teacher

**Reporting Relationships:** The ECD Infant-Toddler Program Assistant reports directly to the Early Childhood Coordinator.

## Wet'suwet'en Holistic Wellness Conceptual Framework



**PRIMARY RESPONSIBILITIES:** By utilizing the Wet'suwet'en holistic wellness conceptual framework, the ECD Infant-Toddler Program Assistant is responsible for:

- Assisting with the planning of the cultural and developmental curriculum by providing safe, creative and appropriate educational opportunities for all children within an inclusive environment, preparing activities, organizing programs and arranging equipment;
- Acting as a keyworker to a small group of children, liaising closely with parents to ensure individual needs are met, and to be responsible for observations and record keeping relating to the progress and development of key children;
- Encouraging parental involvement and support through the development of effective working relationships;
- Ensuring that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities, and to advise the pre-school teacher of any concerns regarding children, equipment etc.;
- Following all pre-school policies, including those regarding safeguarding and confidentiality;
- Ensuring that the pre-school offers the highest standards of physical, emotional and cultural care, health and safety, and personal and food hygiene at all times
- Providing daily interaction with children to provide range of stimulating activities to promote all areas of learning as described by the Wet'suwet'en Wellness framework;
- Ensuring all children have equal access to opportunities to learn and develop;
- Working with range of people including staff, visiting professionals and agencies, parents, children and families, and visitors and student placements;
- Having the ability to bend, kneel and crouch for periods of time and may also involve lifting or holding children during planned activities, and changing nappies/toileting duties.
- Being comfortable leading outdoor learning including territory trips;
- Promoting positive Wet'suwet'en values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour.

## **UALIFICATIONS:**

### **Knowledge & Experience:**

- 1. Wet'suwet'en Cultural Education:** Demonstration of cultural knowledge of the governance system, language, cultural protocols for caring for children/youth, and food harvesting experience. The successful applicant must be an active participant in the Feast Hall and demonstrate a commitment to life-long cultural learning.
- 2. Western Education:** Certificate or Diploma in Child Development, Early Childhood Education or related human services field is preferred or a minimum of 2 years relevant work experience in early childhood education or human services.

**Skills & Abilities:** The successful candidate enjoys working in a team environment and is able to set healthy boundaries, take calculated risks, engage in reflective practice, take personal responsibility for wellness, and promote/support the wellness of the ECD team. Further, the successful candidate has a demonstrated interest to further training and education in the child development field. Clear criminal record check, valid driver's license, statement of good health from personal physician, Infant CPR and First Aid are required. Nutrition, health and safety courses are considered assets.

**Personal Qualities:** Empathic, resourceful, flexible, team player, accountable, creative, innovative, and a positive role model in community regarding Wet'suwet'en wellness.

**Please submit application letter and resume to:**  
Tara McKinnon, ECD Coordinator, Office of the Wet'suwet'en.  
**[tmckinnon@wetsuweten.com](mailto:tmckinnon@wetsuweten.com)**