



Metis Family Services

#312-7485 130 Street
Surrey, BC V3W 1H8

Telephone: (604) 584-6621

Fax: (604) 582-4820

Job Title:	Early Years Worker (Full Time/Permanent)		
Department:	Child & Family Development		
Classification	JJEP Wage Grid Level 13 (Pending JJEP Review)		
Reports To:	Child & Family Development Team Leader		
Date Prepared:	September 23, 2020	Closing Date:	Open until Filled

JOB SUMMARY:

Reporting to the Child and Family Development Team Leader and Program Manager, this position provides direct support to children and their families, including children with special needs and infants/toddlers, to stimulate and develop their intellectual, physical and emotional growth. The primary goal is to promote the healthy development of Indigenous/Metis children, facilitate community strengthening and promote the capacity building within the family unit to meet children's developmental needs.

Reports To: Child and Family Development Team Leader and Program Manager

Key Duties and Responsibilities:

- Plans, carries out and evaluates developmentally and culturally appropriate activities and experiences for children using narration modelling, observing, questioning, demonstrating and reinforcing strategies.
- Provides work direction and evaluates staff and volunteers/students
- Develops daily program schedules that include indoor/outdoor, active/quiet and individual and group activities.
- Identifies the abilities, interests and needs of children and develops individualized and group curriculum based on these needs/interests.
- Completes relevant infant/child development assessments to assist in creating plans and activities to support children's developmental needs.
- Recommends referrals and/or additional services and works in consultation with professionals such as behavioural therapists, occupational therapists and speech language pathologists.
- Supports parents by attending meetings with other professionals to advocate for the children and the family's needs as required.
- Collaborates with other program staff in the agency to provide wraparound services to the family unit.
- Reports on progress, behaviours and other factors related to children. Contributes to transition reports for children moving on to elementary school.
- Maintains required records and statistics.
- Participates in Early Years program planning and evaluation of Early Years programs offered by the organization.
- Administers first aid and medication in accordance with established policy.
- Ensures a healthy and safe environment in which the children can interact. Identifies and removes potential hazards.

- Communicates with families about their children's growth and development. Requests input from and participation of parents in the planning and development of programs.
- Attends to the children's physical needs that may include diapering, toileting, eating and sleeping, as required.
- Develops and facilitates activities for children who attend the agency during drop-in times.
- In collaboration with Métis Elders, facilitates activities and services that support children and families to learn about Indigenous/Métis cultural values and practices.
- Performs housekeeping duties including cleaning and sanitizing according to WorkSafe BC and agency protocols.
- Prepares snack/meals as required.
- Performs other duties as required by Team Leader and Manager

CORE COMPETENCIES:

Indigenous Cultural Competency, Results Driven, Teamwork and Co-operation skills, Service Orientation skills, Seeking and Using Feedback Decisive Insight Reflective Responsive Learning

Qualifications, Education and Experience:

- Early Childhood Education Certificate/Diploma with Special Needs and/or Infant/Toddler Certification and valid certification to practice in BC.
- Minimum two (2) years of experience providing Early Childhood Education to a diverse population.
- Knowledge and understanding of BC Early Years Framework and BC licensing regulations/policies
- Valid First Aid/CPR certification.
- FoodSafe certification
- Or an equivalent combination of education, training and experience

Job Skills and abilities:

- Excellent understanding and knowledge of Indigenous/Metis cultures, traditions and socio-economic issues affecting urban Indigenous families.
- Excellent oral, written, facilitation and interpersonal communication skills.
- Excellent organizational and time management skills.
- Ability to work effectively with program staff, volunteers, and non-profit or publicly funded groups, agencies and organizations.
- Knowledge of child development milestones.

Additional Information:

This position requires the ability to function independently while managing multiple projects and deadlines including effectively managing emergency situations. Program delivery activities may require a moderate level of physical fitness to effectively carry out duties of the position.

Other Requirements

Criminal Record Check; Class 5 Driver's License and Abstract; reliable form of transportation.

Rate of pay: \$24.50 to \$28.53 per hour (pending JJEP review)

Start date: As soon as possible

Please clearly state the position you are applying for and forward your resume & cover letter to the attention of Kay Rampersad by email to HR@metisfamilyservices.ca

This position requires union membership.

Metis Family Services thanks all applicants for their interest in this career opportunity; however, only those considered for the position will be contacted. No telephone inquiries please.