



WESTBANK
FIRST NATION

Community. Leadership. Pride.

WESTBANK FIRST NATION Employment Opportunity

THE FOLLOWING POSITION IS AVAILABLE WITHIN WESTBANK FIRST NATION. IN ACCORDANCE WITH SECTION 20.1 OF THE WFN CONSTITUTION AND SECTION 3.1 OF THE WFN PERSONNEL POLICY, PREFERENCE WILL BE GIVEN TO QUALIFIED WFN MEMBERS WHO APPLY FOR THIS POSITION.

TITLE: After School Program Assistant
MINIMUM SALARY: Commensurate with Experience
DEPARTMENT: Community Services
TERM: Part-Time Term (February 2018 – July 2018 – covering a maternity leave)

POSITION SUMMARY:

The After School Program Assistant will provide support in the provision of education and development services to children ages 5 -12 and will be part of the Community Services team working specifically in the Early Years department.

DUTIES AND RESPONSIBILITIES:

- Delivers education and develops curriculum to the children as directed
- Applies and maintains prescribed safety standards as outlined in licensing policies
- Prepares nutritious snacks for the children
- Maintains related program records such as Attendance, Fire Drill, and Incident reports, etc.
- Follows policies and procedures as outlined by the Ministry in accordance with prescribed licensing policies
- Liaises with caregivers in a professional manner
- Prepares standardized updates and reports as required
- Updates professional qualifications as prescribed in a timely manner
- Performs other duties as necessary in the performance of the position and as directed
- Performs all duties and responsibilities in accordance with the Westbank First Nation policies, standards and procedures, and as directed by the Early Years Manager or designate
- Maintains confidentiality on all matters relating to the affairs of the Westbank First Nation and clients

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Early Childhood Educator (ECE) certification, ECE Assistant status, or Responsible Adult with equivalent status and/or experience in working with children (2 years minimum)
- Valid First Aid with Child CPR
- Food Safe Certificate
- Acceptable Criminal Record check with Vulnerable Sector search
- Excellent oral and written communication skills; basic computer skills
- Fetal Alcohol Spectrum Disorder (FASD) Certification preferred
- Valid Driver's License and acceptable driving abstract with access to reliable vehicle preferred
- Early Childhood Educator experience; Experience working with children ages 5-12
- Able to work individually and as part of a team
- Experience liaising with caregivers (i.e. parents, guardians, etc.)
- Ability to work with minimal direction
- Experience working with First Nations children preferred
- Acceptable physician's statement to verify ability to work with children; TB Screen is required annually
- Other documentation as required by the licensing agency
- Demonstrated knowledge of child development; demonstrated facilitation skills
- Ability to create projects to deliver to the children
- Knowledge of Westbank First Nation community and working knowledge of support services in the community
- Ability to introduce cultural activities preferred

This on-call/casual position is a great way to gain valuable skills, cross-train in different departments, and experience all WFN has to offer. This on-call/casual position may provide the opportunity to grow in the organization and may progress into full-time employment. Further information can be obtained at www.wfn.ca by navigating to the Human Resources page (*Departments>Human Resources*) or by visiting the *Employment Opportunities* tab located in the top right hand corner of the homepage.

Interested applicants should email an [application form](#), [cover letter](#), and [resume](#). **This position will remain open until filled. Please reference #17-24 and indicate clearly in your covering letter where you saw this posting and how your experience and qualifications meet the requirements of the position.**

Incomplete and/or late submissions will not be accepted

Recruitment/Training & Development Coordinator
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