

Employment Opportunity

ECEA/ECE Education Leave Position

(Temporary term until June 30, 2027)

Position	ECEA/ECE Education Leave Position
Location	Paawats Child Care Centre, Port Alberni, BC
Scope	Temporary education leave coverage until June 30, 2027; full-time
Reports to	Child Care Centre Manager or designate
Salary/Starting Wage	ECEA: \$22.00 - \$24.00 per hour; ECE: \$27.00 - \$30.00 per hour, based on certification, qualifications, and experience. These rates do not include any applicable wage enhancement.
Benefits	In accordance with the final employment agreement, employment status, and applicable HFN policy or plan terms
Schedule/Hours	Full-time hours; anticipated start during the week of August 24, 2026

FUNCTION AND JOB SUMMARY

Huu-ay-aht First Nations Government is seeking a caring, reliable, and qualified ECEA/ECE to provide temporary education leave coverage at Paawats Child Care Centre (Port Alberni) until June 30, 2027. This position supports a safe, nurturing, culturally safe, and developmentally appropriate child care and early learning environment.

The ECEA/ECE works with children, families, and staff to support daily routines, early learning activities, positive guidance, communication, documentation, and classroom support. Duties will be assigned based on certification level, experience, operational needs, and applicable child care requirements. The role requires professionalism, confidentiality, trauma-informed practice, respectful communication, and a commitment to Huu-ay-aht values and the Sacred Principles of ʔiisaak, ʔuʔaʔuk, and Hišukma c'awaak.

KEY ACCOUNTABILITIES

- Support a safe, healthy, inclusive, and developmentally appropriate environment for children.
- Assist with early learning, play-based programming, daily routines, transitions, and classroom activities.
- Provide culturally safe, respectful, and trauma-informed support to children and families.
- Support positive guidance, social-emotional learning, and respectful communication with children.
- Work collaboratively with ECE staff, the Centre Manager, families, HFN departments, and other supports as required.
- Maintain confidentiality, accurate documentation, and compliance with centre policies and procedures.



- Carry out assigned duties in alignment with Huu-ay-aht values, workplace expectations, and child care requirements.
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JOB DUTIES

- Assist children with daily routines, transitions, meals, rest periods, hygiene, and classroom activities.
 - Support or lead age-appropriate indoor, outdoor, cultural, and recreational learning activities based on certification and assigned duties.
 - Help create a welcoming, organized, and safe child care environment.
 - Model positive guidance, respectful communication, and nurturing interactions with children.
 - Observe children and share relevant information with the appropriate ECE staff or manager as required.
 - Communicate with families and staff in a respectful, professional, and timely manner.
 - Follow child care centre policies, health and safety procedures, confidentiality expectations, and licensing requirements.
 - Attend staff meetings, training, and professional development as directed.
 - Perform other related duties as assigned.
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OPERATIONAL REQUIREMENTS

- Work from Paawats Child Care Centre (Port Alberni).
 - Successful completion of background screening, including a criminal record check and vulnerable sector or vulnerable persons check as required.
 - Valid First Aid certification appropriate for child care settings, or willingness and ability to obtain before or shortly after hire as required.
 - Ability to work with confidential and sensitive information with discretion and care.
 - Ability to meet the physical and operational requirements of a child care environment, including active supervision, indoor/outdoor activities, and regular interaction with children.
 - Flexibility to support program needs, training, meetings, and occasional schedule adjustments as required.
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EDUCATION AND EXPERIENCE REQUIREMENTS

- Valid BC Early Childhood Educator Assistant Certificate or valid BC Early Childhood Educator Certificate is required.
 - Experience working with children and families in a licensed child care, early learning, or community-based setting is preferred.
 - Experience working with First Nations children, families, or communities is an asset.
 - Training or experience in trauma-informed practice, cultural safety, child development, or positive guidance is an asset.
 - Equivalent combinations of education, certification, training, and experience may be considered where operationally appropriate and consistent with applicable requirements.
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KNOWLEDGE, SKILLS, AND ABILITIES

- Strong interest in supporting children's learning, wellbeing, development, and sense of belonging.
 - Ability to build respectful relationships with children, families, staff, and community members.
 - Strong communication, teamwork, organization, and problem-solving skills.
 - Ability to follow direction, ask questions, receive feedback, and work as part of a child care team.
 - Ability to maintain confidentiality and handle sensitive information appropriately.
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ANCIENT SPIRIT. MODERN MIND

- Ability to work in a culturally safe, trauma-informed, respectful, and professional manner.
- Respect for Huu-ay-aht culture, governance, laws, values, and decision-making processes.
- Commitment to Huu-ay-aht's Sacred Principles, including ʔiisaak, ʔuʔaakuk, and Hišukma čawaak.



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ANCIENT SPIRIT. MODERN MIND

HOW TO APPLY

Submit to:

Human Resources

Huu-ay-aht First Nations Government

Email: hr@huuayaht.org

Mailing Address: 4644 Adelaide Street, Port Alberni, B.C. V9Y 6N4

Please include ECEA/ECE Education Leave Position in the subject line.

Application deadline: July 28, 2026.

Interviews are anticipated to take place August 4, 5, and 6, 2026. The anticipated start date is during the week of August 24, 2026.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

Preference may be given to qualified Huu-ay-aht citizens, qualified Indigenous applicants, and applicants with experience working in First Nations, modern treaty, or self-governing Indigenous government environments.

HUU-AY-AHT VISION, MISSION, AND VALUES

Vision - *The Huu-ay-aht envision a strong, self-governing, and self-reliant Nation. ʔiisaak will guide us as we work together to foster a safe, healthy, and sustainable community; where our culture, language, spirituality, and economy flourish for all.*

Mission - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, and deliver social, cultural, and recreational programs for all Huu-ay-aht.*

Huu-ay-aht First Nations Values

PROFESSIONALISM

- Ethics - be prepared, on time and ready to work
- Ethics - be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself, and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

HEALTH

- A healthy body, mind and soul through proper diet, sleep, and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

TRUST

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, do not harbor them - clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or are not doing
- Be happy and enjoy your work life

RESPECT

- Golden Rule - Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and do not judge
- Basic Etiquette - remember the common courtesies, kindness, and compassion
- ʔiisaak
- Observe protocol and ceremony

EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Do not gossip; stop gossip when it occurs
- Clarify and seek feedback from each other