



Support, every step of the way

JOB POSTING

Job Title: Early Childhood Educator
Program: Wesley Licensed School Age Program
Effective Date: A.S.A.P.
Status: Relief; Union

Job Posting #: 817
Posting Date: June 2, 2017
Location: Multi-location

Purpose: To work with the Supervisor of Wesley licensed Child Care Centre and Wesley licensed School Age Program, to provide flexible and current programming for children accessing Wesley licensed School Age Program in a safe and stimulating environment.

Place of work: Wesley Licensed School Age Program, either location (Hess Street School, Beverly Central School)

DUTIES:

1. Develop, plan, promote, implement and evaluate day to day operations of the Centre with the support of the Supervisor of Wesley licensed Child Care Centre and licensed School Age Program and other staff.
2. Provide quality, play-based learning and supervision of all children in the care of Wesley Urban Ministries at all times.
3. Implement the Ministry of Education's "How Does Learning Happen? Ontario's pedagogy for the Early Years."
4. Oversee student placements, volunteers, ensuring appropriate staffing at all times and complete required evaluations.
5. Ensure program number of participants stay within target enrollment and within licensing capacity.
6. Ensure accurate time sheets and incident reports are submitted to the Supervisor of Wesley licensed Child Care Centre and Wesley licensed School Age Program in a timely manner.
7. Ensure program needs are being met and in compliance with program licensing requirements under the Child Care and Early Years Act, 2014.
8. Be knowledgeable about content of program and working directly with the families that access it.
9. Ensure a high level of community participation and service delivery in the programs including promotion of the programs in the community. This will include maintaining a good rapport with neighbourhood schools.
10. Demonstrate an awareness and knowledge of emergent curriculum and developmental needs of the children in the program, liaising closely with the Supervisor of Wesley licensed Child Care

Centre and School Age program.

11. Gathering statistics, stories and data on programs as required.
12. Identify need for Public relations support, facility issues and supplies needed and report those to the Supervisor of Wesley licensed School Age Program and Wesley licensed Child Care Centre.
13. Welcome, support and interact with clients, remembering to be sensitive to all families including those culturally diverse, GLBTQ, young parents, etc.
14. Assist to collect fees and issue receipts as per approved process and by the direction of the Supervisor of Wesley licensed Child Care Centre and Wesley licensed School Age Program.
15. Conduct weekly and monthly safety checks in the program. Uphold all standards legislated by Hamilton Board of Health, Fire Code, as well as Ministry of Education (EDU).
16. Conduct environmental assessments annually ie. ECERs etc.
17. Review Centres' operational guidelines, policies and procedures and other legislation required as it relates to the delivery of service.
18. Abide by the health and safety policies of Wesley Urban Ministries.
19. Participate and contribute in team meetings and staff development opportunities including the Raising the Bar initiative, new and current ECE trends as well as improving work performance.
20. Other duties as assigned.

Minimum Qualifications:

1. Diploma or Degree in Early Childhood Education and registration with the College of Early Childhood Educators.
2. Minimum 2 years of experience working with urban core children ages 2-12 years.
3. Experience working in a child care setting or After School Program, with parents and with community partners.
4. Documentation to support ongoing professional development in the field of early learning and care.
5. Strong team experience and organizational and problem solving skills.
6. Thorough knowledge of applicable legislation i.e. Day Nurseries Act.
7. Experience and sensitivity working with all families including those culturally diverse, GLBTQ, young parents, etc.
8. Current 1st aid/CPR, Safe Food Handling Certificate, N.V.C.I. training and ECERS, SACERS training.
9. Quest 1(High Five) training an asset.
10. Flexibility and readiness to adapt to change.
11. Bilingual (French/English) and fluency in other languages an asset.

Competencies

Customer Service

1. Builds constructive relationships characterized by a high level of acceptance, cooperation and mutual respect
2. Helps to create and contributes to a work environment that embraces and appreciates diversity
3. Values and respects the internal and external customers to the organization

Accountability

1. Takes personal responsibility for the quality and timeliness of their work, and team work
2. Believes, respects and adheres to the vision, mission and values of Wesley Urban Ministries

Commitment

1. Demonstrates an understanding of Wesley Urban Ministries Mission, Vision and Values through service delivery approach
2. Acts with integrity
3. Demonstrates a knowledge of the code of ethics of working in social services

Please send resumes to: hr@wesley.ca

Wesley Urban Ministries is an equal opportunity employer which embraces diversity. We encourage applications from all qualified applicants. Only candidates selected for an interview will be contacted. No phone calls please. More information about Wesley can be found on our website at www.wesley.ca