



**Support, every step of the way**

## **JOB POSTING**

**Job Title:** Early Years Facilitator

**Job Posting #:** 818

**Program:** Ontario Early Years Centre

**Effective Date:** A.S.A.P.

**Posting Date:** June 2, 2017

**Status:** Relief, Union

**Location:** Multi-location

**PURPOSE:** This position is responsible for the day-to-day delivery of services which operate at the Early Years Centre and Neighbourhood Sites.

### **DUTIES:**

1. Develop, plan, implement and provide appropriate information, services and programs for children and adults attending the Wesley Ontario Early Years Centres. Ensuring that program statistics stay within annual targets.
2. Welcome, support and interact with program participants, remembering to be sensitive to all families including those culturally diverse, GLBTQ, young parents, etc.
3. Ensure the Wesley Ontario Early Years Centre's compliance with all legal and licensing requirements including reporting serious occurrences through the proper reporting procedure.
4. Ensure a high level of community participation and service delivery in the programs including promotion of the programs in the community. This includes establishing maintaining a good rapport with neighbourhood schools and community partners.
5. Ensure programming is quality, play-based learning and supervising parents/caregivers and children attending the Wesley Ontario Early Years Programs at all times.
6. Participate and contribute to team meetings and staff development opportunities including the Raising the Bar initiative, new and current early learning and care trends as well as the importance of work performance.
7. Follow the policy and procedures of the programs and Wesley Urban Ministries.
8. Ensure accurate time sheets and incident reports are submitted to the Team Leader in a timely manner.
9. Identify and communicate through appropriate channels any trends, activities, concerns, stories, changes and incidents in the program.
10. Participate in internal and external meetings related to Early Learning and Care programs as assigned by Team Leader.
11. Oversee student placements, volunteers, ensuring appropriate staffing at all sites and complete required evaluations.
12. Facilitate workshops at Wesley Ontario Early Years Centres as required.
13. Gather statistics, stories, and data on programs on weekly, monthly and yearly basis as needed.

14. Abide by the health and safety policies of Wesley Urban Ministries Inc.
15. Ensure open communications with parents/caregivers and other participants.
16. Be knowledgeable about content of program and working directly with staff, children and families that access it.
17. Demonstrate an awareness and knowledge of emergent curriculum and the developmental needs of children in the program, liaising closely with the Team Leader to ensure this is carried out at all sites.
18. Work closely with the Team Leader on all matters related to the operation of the Centre.
19. On an annual basis, review Centres' operational guidelines, policies and procedures and other legislation required as it relates to the delivery of services.
20. Liaise with the staff of the School Age and Child Care Programs to ensure effective use of program resources.
21. Have an understanding of all Wesley Urban Ministries services, in order to facilitate access to services for Wesley Ontario Early Years participants.
22. Other duties as assigned.

#### **Minimum Requirements:**

1. Diploma or degree in Early Childhood Education and registration with the College of Early Childhood Educators required.
2. 2 years of current experience in working in an early learning and care setting (ages 0-6 years) and community partners.
4. Documentation to support ongoing professional development in the field of early learning and care.
5. Thorough knowledge of applicable legislation including the Child Care and Early Years Act.
6. Good written and oral communications skills.
7. Demonstrated skills in work collaboratively with community partners on early learning and care initiatives.
8. Experience and sensitivity working with all families including those in an urban core setting, culturally diverse, GLBTQ, young parents, etc.
9. Bilingual (French/English) and fluency in other languages an asset.
10. Current 1st aid/CPR, Safe Food Handling Certificate, N.V.C.I. training, ECERS and evidence-based parenting workshops.
11. Extensive experience running parent/child and caregiver workshops.
12. SACERS and Quest 1(High Five) training an asset.
13. Flexibility and readiness to adapt to change.
14. Driver's license and use of a vehicle.
15. Must be able to travel to purchase program supplies.
16. Experience and knowledge of computer and internet operations.

#### **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](mailto: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](http://www.wesley.ca)