



**Support, every step of the way**

**EXTERNAL JOB POSTING**

**Job Title:** Child Care Worker

**Job Posting:** # 898

**Program:** School Age Programs

**Effective Date:** ASAP

**Posting Date:** January 24, 2018

**Status:** Relief; union

**Purpose:** To provide flexible and engaging after-school programming for children in Grades 1 to 6, accessing the School Age Programs, in a safe and stimulating environment.

**Duties:**

1. Develop, plan, promote, implement and evaluate day to day operations of the School Age Programs with the support of the Supervisor, School Age Programs and other staff.
2. Adhere to the requirements outlined by the funder and ensure that program elements are being delivered as required (Ministry of Tourism, Culture and Sport Guidelines).
3. Assist to oversee student placements, volunteers, ensuring appropriate staffing at all and complete required evaluations.
4. Demonstrate an awareness and knowledge of child development and the needs of the children in the program, providing quality, engaged learning and supervision of all children in the care of Wesley Urban Ministries at all times.
5. Ensure program number of participants stay within target of enrollment.
6. Escort children from classrooms using prescribed attendance procedures and protocols.
7. 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 the schools and other programs within them.
8. Identify need for Public Relations support, facility issues and supplies needed and report those to the Supervisor, School Age Programs.
9. Welcome, support and interact with clients, remembering to be sensitive to all families including those culturally diverse, GLBTQ, young parents etc.
10. Ensure that all daily program paperwork is completed and accurate.
11. Adhere to the requirements of the Hamilton Wentworth District School Board and the City of Hamilton (where applicable).
12. Review program operational guidelines, policies and procedures and other legislation required as it relates to the delivery of service.

13. Participate and contribute in team meetings and staff development opportunities including new and current child development trends as well as improving work performance.
14. Gathering statistics, stories, and data on programs on weekly, monthly and yearly basis as required.
15. Ensure accurate time sheets and incident reports are submitted to the Supervisor, School Age Programs in a timely manner.
16. Participate in regular supervision meetings with Program Supervisor and update Supervisor as needed.
17. Abide by the health and safety policies of Wesley Urban Ministries.
18. Other duties as assigned.
19. Collaborate, assist and/or work in other Children and Family Services if required.

### **Qualifications:**

1. Diploma in Early Childhood Education, Sport and Leisure, Child and Youth Worker, Social Worker, Psychology, Sociology or Kinesiology. Preference for Sport and Leisure background.
2. Thorough knowledge of the program mandate which is based on physical activity, healthy eating and nutrition education, wellness and personal health education and thorough knowledge of other applicable legislation.
3. Minimum 2 years of current experience in working with children ages 6-12 years and community partners.
4. Documentation to support ongoing professional development in the field of early learning and care.
5. Good written and oral communications skills.
6. Demonstrated skills in work collaboratively with community partners and neighbourhood initiatives.
7. Experience and sensitivity working with all families including those in a urban core setting, culturally diverse, GLBTQ, young parents, etc.
8. Bilingual (French/English) and fluency in other languages (specifically Arabic, Urdu or Somali) an asset.
9. Current 1st aid/CPR, Safe Food Handling Certificate, N.V.C.I. training and, SACERS and Quest 1(High Five).
10. Flexibility and readiness to adapt to change.
11. Driver's license and use of a vehicle.
12. Must be able to travel to other sites on short notice and in a timely manner.
13. 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
4. Adapts to changing program requirements, conditions and work responsibilities

Please send a cover letter and resume to: [hr@wesley.ca](mailto:hr@wesley.ca)

Wesley Urban Ministries is an equal opportunity employer. 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). Job applicants requiring accommodation to participate in the hiring process should contact the Human Resources Department at [hr@wesley.ca](mailto:hr@wesley.ca)