



**Support, every step of the way**

## **JOB POSTING**

**Job Title:** Early Childhood Educator

**Program:** Wesley Licensed Child Care Programs

**Effective Date:** ASAP

**Posting Date:** June 4, 2018

**Duration:** September 2018 – June 2019

**Location:** Wesley licensed child care programs; various Hamilton locations including Flamborough/Troy

**PURPOSE:** To work with the Supervisor of, to provide flexible and current programming for children accessing Wesley licensed child care programs in a safe and stimulating environment.

### **DUTIES:**

1. Develop, plan, promote, implement and evaluate day to day operations of the program with the support of the Supervisor of Wesley Licensed Child Care Programs and other staff.
2. Plan and implement programming based on the Ministry of Education's pedagogy "How Does Learning Happen?"
3. Be familiar with and adhere to licensing requirements per the Ministry of Education, Child Care and Early Years Act (2014).
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.
6. Ensure accurate time sheets and incident reports are submitted to the Supervisor of Wesley Licensed Child Care Programs in a timely manner.
7. Provide quality, play-based learning and supervision of all children in the care of Wesley Urban Ministries at all times.
8. Ensure program needs are being met and in compliance with program licensing requirements.
9. Be knowledgeable about content of program and working directly with families that access it.
10. 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.
11. 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 Programs.
12. Gathering statistics, stories and data on programs as required.
13. Assist to maintain and monitor program spending to remain within budget in conjunction with the Supervisor of Wesley Licensed Child Care Programs.
14. Identify need for Public relations support, facility issues and supplies needed and report those to

the Supervisor of Wesley licensed Child Care Programs.

15. Welcome, support and interact with clients, remembering to be sensitive to all families including those culturally diverse, LGBTQ, young parents, etc.
16. Assist to collect fees and issue receipts as per approved process and by the direction of the Supervisor of Wesley Licensed Child Care Programs.
17. 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).
18. Conduct environmental assessments annually ie. ECERS, SACERS etc.
19. Review and sign agency and program operational guidelines, policies and procedures and other legislation required as it relates to the delivery of service.
20. Abide by the health and safety policies of Wesley Urban Ministries.
21. Participate and contribute in team meetings and staff development opportunities, understand new and current ECE trends as well as improving work performance.
22. Other duties as assigned.
23. Provide coverage (relief shifts) in other licensed child care programs and other Children and Family Services if required.

#### **Qualifications:**

1. Diploma 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, 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. Child Care and Early Years Act (2014).
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. Must be able to travel to program locations.
12. 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

***Interested applicants please send resumes including cover letter and salary expectations 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). Job applicants requiring accommodation to participate in the hiring process should contact the Human Resources Department at [hr@wesley.ca](mailto:hr@wesley.ca).