



EXTERNAL JOB POSTING

Job Title: Float, Early Years Facilitator
Program: Wesley Early Years Programs
Posting Date: August 1st, 2018
Status: Permanent, Full-time, Union
Responsible to: Supervisor, Early Years

Job Posting #: 996
Effective Date: A.S.A.P.
Posting Closing: August 8th, 2018 @4pm

Purpose: To deliver Early Years services in EarlyON Child and Family Centres and/or licensed child care programs.

Place of work: Wesley Early Years Programs, sites will vary

Hours of work: shifts will cover program operating hours from 6:30 a.m. to 7:30 p.m. and all program operating days

DUTIES:

1. Develop, plan, promote, implement and evaluate day to day operations of the programs with the support of the Supervisor, Early Years and other staff.
2. Plan and implement programming based on the Ministry of Education's pedagogy "How Does Learning Happen?"
3. Create and maintain a safe learning environment that is responsive to the interests and needs of the children in the program.
4. Be familiar with and adhere to licensing requirements per the Ministry of Education, Child Care and Early Years Act (2014).
5. Be familiar with and adhere to the EarlyON Child and Family Centre mandate, services and procedures.
6. Provide current and relevant information to parents/caregivers about services in the community and at Wesley that may address their needs and make appropriate referrals as required.
7. Facilitate engaging programs and/or workshops in the EarlyON Child and Family Centre.
8. Ensure accurate time sheets and incident reports are submitted in a timely manner.
9. Provide quality, play-based learning for all children in the care of Wesley at all times.
10. Ensure program needs are being met and in compliance with program licensing requirements.
11. Be knowledgeable about content of program and work directly with families that access it.
12. 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 community partners and schools.

13. Gathering statistics, stories and data on programs as required.
14. Identify need for Public relations support, facility issues and supplies needed and report those to the Supervisor, Early Years.
15. Welcome, support and interact with clients, remembering to be sensitive to all families including those culturally diverse, LGBTQ, young parents, etc.
16. Uphold all standards legislated by Hamilton Board of Health, Fire Code, as well as Ministry of Education (MEDU).
17. Review and sign agency and program 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.
19. Willing and able to move between multiple locations frequently as required.
20. Participate and contribute in team meetings and staff development opportunities, understand new and current ECE trends as well as improving work performance.
21. 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, 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 First aid/CPR, Safe Food Handling Certificate, N.V.C.I. training, positive space, HDLH and ECERS, SACERS training.
9. Quest 1(High Five) training an asset.
10. Flexibility and readiness to adapt to change.
11. Driver's license and a vehicle is required.
12. Bilingual (French/English) and fluency in other languages an asset
13. Knowledge and skills using Microsoft Office products, Outlook and other relevant computer programs and the internet.

Interested applicants please send resumes including cover letter to: hr@wesley.ca
Wesley 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