



EXTERNAL JOB POSTING

Job Title: Early Childhood Educator
Program: Care for Newcomer Children
Posting Date: November 13th, 2018
Status: Temporary, Part-Time; Union
Responsible to: Supervisor, Early Years

Job Posting #: 1041
Effective Day: ASAP
Posting Closing: November 27th, 2018 @4PM

Note: In this position you will work up to 17.5 hours per week. It is a Contract position until March 31st, 2019, with potential extension. Additional (relief) hours in other programs are available.

Purpose: Provide child minding for children whose parents are enrolled in the Circle of Friends English classes at 155 Queen Street N.

Duties:

1. Develop, plan, promote, implement and evaluate day to day operations of the Care for Newcomer Children program for Circle of Friends participants with the support of Supervisor, Early Years.
2. Ensure program number of participants stay within target enrollment.
3. Complete and maintain child profiles and records.
4. Set up and maintain the environment ensuring culturally diverse displays that represent participants, cleanliness and age appropriate activities are planned and available.
5. Develop and maintain accurate documents for registration and participant record keeping.
6. Develop and post program plans on a weekly basis.
7. Ensure program needs are being met and are in compliance with expectations as identified in the "Care for Newcomer Children Requirements, February 2016".
8. Be knowledgeable about content of program and working directly with children and families that access it.
9. Provide quality, play-based learning and supervision of all children in the care of Wesley Urban Ministries child minding program at all times.
10. Demonstrate an awareness and knowledge of emergent curriculum, the "How Does Learning Happen?" Ministry of Education pedagogy and the developmental needs of children in the program, and implement them with confidence.
11. Gathering statistics, stories, and data on programs as required.
12. Welcome, support and interact with clients, remembering to be sensitive to all families including those culturally diverse, GLBTQ, young parents, etc.

13. Welcome and encourage parents of children to come into the program and provide modelling of parenting and teaching strategies that supports the “How Does Learning Happen?” pedagogy.
14. Maintain ongoing contact and rapport building with all families and the Program Coordinator of Circle of Friends.
15. Conduct weekly and monthly safety checks in program. Uphold all standards legislated by Hamilton Board of Health, Fire Code, etc.
16. Abide by the health and safety policies of Wesley Urban Ministries Inc.
17. Other duties as assigned.

Minimum 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. Experience and sensitivity working with all families including those culturally diverse, GLBTQ, young parents, etc.
7. Current 1st aid/CPR, Safe Food Handling Certificate, N.V.C.I. training and ECERS, SACERS training.
8. Quest 1(High Five) training an asset.
9. Flexibility and readiness to adapt to change.
10. Bilingual (French/English) and fluency in other languages an asset.