

External Job Posting:

Relief Child Care Worker

AGENCY OVERVIEW:

Carizon Family and Community Services specializes in children's mental health, youth engagement and development, family violence services, individual and family counselling, parental support and education, credit counselling, workplace resilience, settlement support and community wellness.

POSITION OVERVIEW:

This position contributes to a program that is conducive to the social, emotional and cognitive development of pre-schoolers and infants attending the child care program. The incumbent works closely with the full program team and contributes by creating an environment in the child care division that is safe, enriching and stimulating for child care.

This is a casual relief position with no set hours, the incumbent will be called into work on an as-needed basis.

The successful candidate must be available to work daytime hours.

RESPONSIBILITIES:

- Assist the Child Care Supervisor in planning, organizing and supervising the child care program
- Plan and organize age-appropriate crafts/activities and obtain program materials
- Maintain attendance and other care records required for information
- Supervise the children in the crafts/activities
- Check that the equipment used in childcare is safe secure and age-appropriate
- Wash and disinfect toys on a weekly basis and change and collect infant laundry as required
- Maintain the child care area, setting up and taking down as required
- Manage relationship with parents and provide a positive role model for parents; demonstrate appropriate interactions with children and report positive and negative incidents to the Childcare Supervisor
- Maintain a child centred focus and build trusting relationships with the parents and share your professional observations of their child's time at the program
- Contribute to team effectiveness by sharing information, attending meetings and being flexible to support the overall team
- Individual may be assigned to focus on infants, toddlers and pre-schoolers (appropriate planning time will be included in the work schedule)
- Supervise the children for all activities during the program and until they are returned to their parents
- Maintain the quality and standards of the program
- Support the work of Carizon in other ways, as required
- To always perform work safely and in compliance with the Occupational Health and Safety Act (OHSA)

REQUIRED CREDENTIALS:

- Early Childhood Education background preferred or equivalency
- 1-3 years of relevant work experience
- Detailed knowledge and understanding of early childhood development and child care practices and standards in Canada
- First aid training and experience
- Must be available to work daytime hours

- The incumbent requires excellent communication skills, which includes; courtesy, tact, discretion, providing detailed explanations, persuasion, interpretation, and diplomacy
- Self-motivated, committed, very organized and sensitive to the needs of participants
- Satisfactory criminal record check for vulnerable sector

HOW TO APPLY:

Interested applicants are invited to submit their resume (in confidence), before 4:00 p.m. on the last day of this posting to: Human Resources via email: hr@carizon.ca, quoting the competition number in the cover letter and email subject line. *We request that candidates please send their cover letter and resume together as one combined document (Word.doc, PDF etc.).*

**Carizon is an equal opportunity employer and supports workforce diversity. At Carizon, we believe that diversity enriches our performance, clients, services offered, the communities where we live and work, and the lives of our employees. Should you require accommodation during the recruitment process, please contact Human Resources (hr@carizon.ca). While we thank all applicants for their interest, only those candidates selected for an interview will be contacted.*

<u>SALARY:</u> \$16.12/hour	<u>STATUS:</u> Relief	<u>COMPETITION NUMBER:</u> 01-19 (NUC-01)
<u>LOCATION:</u> Kitchener/Waterloo	<u>HOURS OF WORK:</u> Relief – as needed	<u>POSTING PERIOD:</u> January 11-22, 2019
<u>EMPLOYEE GROUP:</u> Non- Union	<u>SCHEDULE:</u> TBD	<u>START DATE:</u> TBD