

**External Job Posting:**

**Child-minding Worker (Relief)**

**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 infants, pre-schoolers and/or older children attending child-minding while their parent/caregiver is participating on-site in other programming. The incumbent works closely with the full program team and contributes by supporting a safe, enriching, and stimulating environment.

This position will involve the opportunity to commit to weekly sessional programming at a variety of sites across Waterloo Region. There may also occasionally be additional child-minding opportunities that arise that the relief team will have the opportunity to participate in depending on the employee's availability and interest.

**RESPONSIBILITIES:**

- Assist the Child-minding Supervisor in planning, organizing and supervising the child-minding program
- Plan and organize age-appropriate crafts/activities and obtain program materials
- Maintain attendance and other records required for information
- Supervise the children in the crafts/activities
- Check that the equipment used in child-minding program is safe, secure and age-appropriate
- Wash and disinfect toys on a weekly basis and change and collect laundry as required
- Maintain the child-minding area, setting up and taking down as required
- Establish and maintain a positive relationship with parents/caregiver, role modelling positive parenting approaches; demonstrate appropriate interactions with children and report both positive interactions and concerns to the Child-minding Supervisor
- Participation in team meetings and training opportunities
- Maintain a child centred focus and build trusting relationships with the parents/caregivers
- 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/or pre-schoolers (appropriate planning time will be included in the work schedule). Our Child-Minding team will also be periodically invited to participate in programming where older children may be in attendance
- Supervise the children for all activities during the program and until they are returned to their parents/caregivers
- Maintain the quality and standards of the program
- Develop and maintain positive relationships with communities and agencies, as appropriate
- Mentor, teach and encourage a collegial atmosphere for new staff and volunteers at the program
- Ensure the delivery of programs is aligned with the broader CAPC outcomes and the objectives set out by the Public Health Agency of Canada (PHAC) and that of the agency
- To always perform work safely and in compliance with the Occupational Health and Safety Act (OHSA)



**EDUCATION/KNOWLEDGE/EXPERIENCE:**

- Early Childhood Education background or equivalency is preferred
- 1-3 years experience with children
- The ability to communicate well with children who are English language learners is an asset. Particular assets would be Low German and Arabic language skills
- Detailed knowledge and understanding of early childhood development and childminding practices and standards in Canada
- First aid training and experience
- Knowledge of, and compliance with the Child and Family Services Act and positive parenting practices
- The incumbent requires excellent communication skills and the ability to promote positive interactions with children that stimulate development
- 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](mailto: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](mailto:hr@carizon.ca)). While we thank all applicants for their interest, only those candidates selected for an interview will be contacted.*

<b><u>SALARY:</u></b> As per salary range	<b><u>STATUS:</u></b> Casual, relief	<b><u>COMPETITION NUMBER:</u></b> 20-17 (NUC-17)
<b><u>LOCATION:</u></b> Waterloo Region	<b><u>HOURS OF WORK:</u></b> Variable	<b><u>POSTING PERIOD:</u></b> April 18-24, 2017
<b><u>EMPLOYEE GROUP:</u></b> Non- Union	<b><u>SCHEDULE:</u></b> Relief, variable	<b><u>START DATE:</u></b> ASAP