

**External Job Posting:**

**Child Minding Worker**

**POSITION OVERVIEW:**

Do you love playing with children? If so, this opportunity may be of interest to you.

Carizon is seeking Child Minders to provide a safe, clean and fun environment to foster social, emotional and cognitive development in infants, pre-schoolers and school-aged children while their caregiver(s) attend programming and/or other opportunities at the same site. Child Minders work closely with the programming team ensuring individual needs of each child are supported.

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.**

**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.

**RESPONSIBILITIES:**

- Greet child and caregiver upon arrival
- Ensure caregiver signs child in and out of child minding program
- Plan, organize and obtain age-appropriate activities and materials
- Maintain records of required for information
- Check that child minding equipment is safe, secure and age-appropriate
- Supervise the children during the program until they are returned to their caregiver
- Wash and disinfect toys after each use
- Change and collect infant laundry as required
- Maintain the child care area, setting up and taking down as required
- Develop healthy relationships with parents and caregivers; share your professional observations of their child's time at the program
- Role model child minding best practices; maintain a child centred focus
- Contribute to team effectiveness by sharing information, attending meetings/training and being flexible to support the overall team
- Individual may be assigned to focus on infants, toddlers pre-schoolers, and school age children
- Submit hours worked biweekly to program supervisor
- Maintain the quality and standards of the program
- Support the work of Carizon in other ways, as required
- 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](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). While we thank all applicants for their interest, only those candidates selected for an interview will be contacted.*

<b><u>SALARY:</u></b> \$16.15/hour	<b><u>STATUS:</u></b> Casual Relief	<b><u>COMPETITION NUMBER:</u></b> 53-19 (NUC-51)
<b><u>LOCATION:</u></b> Kitchener/Waterloo	<b><u>HOURS OF WORK:</u></b> Relief – as needed	<b><u>POSTING PERIOD:</u></b> August 8-16, 2019
<b><u>EMPLOYEE GROUP:</u></b> Non- Union	<b><u>SCHEDULE:</u></b> TBD	<b><u>START DATE:</u></b> TBD