

Job Profile

Job title	<i>Child Care Worker</i>
Program	<i>LINC Program</i>
Department	<i>English Language Programs</i>
Reports to	<i>LINC Program Lead Child Care Worker</i>

Job Details

Job Type: Part time- 17.5hrs/week

Pay Rate: \$17.75/hr

Number of Positions: Two

Location: Wildwood Mennonite Church Saskatoon

Timing: 9:15 am to 12:45 PM

Contract Period: Jan 3rd, 2019 to March 31st, 2019

Deadline to apply: December 6th, 2018

Job Purpose

This position is responsible for providing quality care with a child-centered approach to the children participating in the LINC Program's Care for Newcomer Children (CNC). This employee is responsible for providing services to children of varying ages and ensuring the health and safety of all children under his/her care.

Duties and Responsibilities

- Support the Lead Child Care Worker in providing activities and supervision for children as per the Care for Newcomer Children (CNC) Requirements (can be found at <http://cmascanada.ca/>)
- Welcome and interact with newcomer children and their parents
- Provide activities and experiences that meet the individual developmental needs of the children
- Plan appropriate activities for children in accordance with the written program philosophy
- Set up and take down equipment and other items used in the program
- Inspect CNC space for safety issues and seek corrective action according to procedures
- Maintain accurate records in the absence of the Lead Child Care Worker including a daily record, Attendance Forms, Child Profiles, and Session Management Forms
- Work with Lead Child Care Worker in preparing an inventory list and a list of required supplies
- Provide monthly timesheet to the Lead Child Care Worker and inform them and the Program Coordinator of any absences or change of work days in a timely manner
- Work with other Child Care Workers to create a positive work environment

Qualifications

Education

- Formal training in Early Childhood Education (ECE Level 1, ECE Level 2 is preferred)
- First Aid and CPR Certification.

Experience

- 1-3 years' experience caring for children and working with their parents

Knowledge, Skills and Abilities

- Able to develop and implement daily activities that support and promote the development of newcomer children
- Understand and aware of settlement issues and the concerns of newcomer children and parents
- Skilled at engaging children in activities that support a child-centred approach
- Able to guide and assist children in the development of healthy eating, dressing and toilet habits
- Adept at assessing the skills, abilities, interests and needs of children
- Capable of discussing children's progress or concerns with parents and other staff members

Requirements of Employment

- Clear criminal record check including vulnerable sector check
- Up-to-date health records including vaccinations
- Minimum Canadian Language Benchmark (CLB) Level of 5 or higher

Direct Reports

None

How to apply

Please apply through e-mail by forwarding your Cover letter and resume as an attachment to

jobs@saskintercultural.org

Please mention the title of the position in the subject line of the e-mail.