

## Job Profile

<b>Job title</b>	<i>Child Care Staff (ECE1)</i>
<b>Program</b>	<i>LINC Program</i>
<b>Department</b>	<i>English Language Programs</i>
<b>Reports to</b>	<i>LINC Program Lead Child Care Worker</i>

## Who WE are?

The Saskatchewan Intercultural Association (SIA) is a social impact organization and was originally established in 1964 with culture at the core of its programs and services. SIA's employment programs are for Newcomers and Indigenous people with the objective of helping them learn about workplace culture and expectations while supporting them find employment. SIA's settlement programs support Newcomers to learn English, develop local life skills, and understand Canadian society so they can integrate more fully into the local community. The agency's intercultural programs provide opportunities for everyone to learn through heritage language training, cultural dance and performance, and intercultural and anti-racist education. Let's just say we are extremely passionate about **CULTURE** and we are also a Great Place to Work.

## Who YOU are?

As a CNC Staff, you are an integral part of the SIA team and bring your passion for teaching. You will create safe and engaging environments where Newcomers children can feel comfortable and flourish. You will work with a team of very creative and purpose driven individuals from all nations and act on SIA values of **Respect, Compassion, Trust, Inclusion and Kinship**.

## What do WE offer?

At SIA, we are all about people and culture. We are truly a team in every sense: we trust one another and support each other towards a common goal. Every day through our programs we make a real difference to real people. By joining our team, you will be surrounded by highly motivated and passionate people. You will always be learning and improving in our consistently fun, safe, inclusive and a challenging environment. We will have your back so you can deliver results and do amazing work for your clients.

## How will YOU-WE work?

Everyone's safety and welfare are our key priorities and we are utilizing all kinds of alternative methods in delivering our programming. SIA is a supportive and flexible employer that works with you to make sure you have the best environment to do your work. This position serves Saskatoon and surrounding area so there will be online and in person requirements.

If you are the right candidate who is passionate, have the right skills and can adapt quickly to any situation, please review further details on the position.

## Job Profile

**Job Type:** Part time- 17.5 hours per week

**Rate:** \$18.00-\$19.00 per hour

**Hours of work :** 9:00 AM to 12:30 PM (Monday – Friday)

**Contract Period:** March 18<sup>th</sup>, 2024 -March 31, 2025 (with possibility of extension)

**Deadline to apply:** March 14<sup>th</sup>, 2024

## 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

- Take the lead in providing activities and supervision for children as per the Care for Newcomer Children (CNC) requirements (can be found at <http://cmascanada.ca/>)
- Familiar with the Care for Newcomer Children (CNC) Requirements and ensure compliance with the CNC requirements
- Welcome and interact with newcomer children and their parents
- Oversee the intake/registration of children
- Conduct parent orientation
- Ensure there are sufficient appropriate materials and equipment for the CNC operation
- 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

- Early Childhood Educator Level-I Certificate
- First Aid and CPR C 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
- Valid Driver license and reliable vehicle
- Availability to work for some casual evening shifts is an asset

## **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](mailto:jobs@saskintercultural.org)

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