

Job title	<i>LINC Childcare Worker (with Designated Responsibility)</i>
Program	<i>LINC Program</i>
Department	<i>English Language Programs</i>
Reports to	<i>LINC Program Lead Childcare 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 crazy about **CULTURE** and we are also a Great Place to Work (certified!).

Who YOU are?

As the LINC childcare worker, you are an integral part of the SIA team and bring your passion and care for Newcomer Children. You will provide creative activities and experiences that meet the individual developmental needs of the children. 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 Newcomers and Indigenous people.

How will YOU-WE work?

Everyone's safety and welfare are our key priorities. That being said, we do not want to let COVID-19 prevent us from doing the work that matters. We are utilizing all kinds of alternative methods in delivering our programming. Under the current circumstances, this position will be working mostly in the office but some of the time from home through several virtual means such as Zoom and Microsoft Suite.

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 Purpose

This position has the designated responsibility for the overall operations of the CNC sessions including administration and supervision. 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.

Position Details

Hours

32.5 hours per week (Monday to Friday 9 AM to 4:30 PM)

Wage

\$18 - \$19 per hour depending on experience

Contract Length

November 22, 2021 – March 31, 2022 (with the possibility of an extension-multiyear project).

Deadline to Apply

Open until filled

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 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 workdays in a timely manner
- Work with other Child Care Workers to create a positive work environment

Qualifications

Education

- **Early Childhood Educator Level-II Certificate**
- First Aid and CPR Certification.

Experience

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

Knowledge, Skills and Abilities

- Excellent administrative skills and strong leadership skill
- Knowledge of research and practices specific to young children, including special initiatives relevant to immigrants and refugees, as well as an ability to implement programming and make changes that are beneficial to young newcomers
- 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
- Able to resolve issues and concerns of newcomer parents
- Mandarin or Arabic speaking ability will be considered an asset.

Requirements of Employment

- Clear criminal record check including vulnerable sector check
- Up-to-date health records including vaccinations
- Fully vaccinated for COVID-19
- Minimum Canadian Language Benchmark (CLB) Level of 6 or higher

Direct Reports

None

How to apply

Please apply through e-mail by sending your **Cover letter** and **Resume** as an attachment to jobs@saskintercultural.org

Indicate the title of the position in the subject line of the e-mail.

We look forward to connecting with you.
All the best!