

Job Profile

Job title	<i>Lead Childcare Worker</i>
Program	<i>Language Instruction for Newcomers to Canada (LINC) Program</i>
Department	<i>English Language Programs</i>
Reports to	<i>Language Program Manager</i>
Profile ID	<i>C2</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 a Lead Childcare Worker, you are an integral part of the SIA team and bring your passion for teaching. You will create safe and engaging environments where Newcomers can learn the English language and cover topics that provide information on employment, culture, and local resources that make integration easier. 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.

Job Purpose

This position has the designated responsibility of being the lead employee for the LINC Program's Care for Newcomer Children (CNC). This employee is responsible for the overall operations of the CNC sessions including administration and supervision. This position will also

provide quality care with a child-centered approach to the children participating in the LINC Program's CNC.

Position Details

Hours of Work

34.75 Hours per week

Wage

\$23.70 – \$24.70 per hour - depending on experience & qualifications

Contract Length

December 1st, 2022 – March 31, 2023 (with possibility of extension).

Deadline to Apply

November 28th, 2022

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/>) including the development of policies and procedures and training opportunities for staff
- Work with the Language Program Manager to identify any professional development opportunities or sessions for staff, the child care budget and purchase items to be used for CNC activities
- Oversee the intake/registration of children, and report directly to the Language Program Manager
- Maintain accurate and timely records, including Registration Form, Attendance Form, Child Information Form, and Session Management Form
- Familiar with the CNC requirements and ensure compliance with Childcare Worker/children ratios
- Develop a staffing plan that ensures ratios and qualifications are met including staff time cards
- Develop procedures for Parent Orientation and Staff Orientation (Parts I and II)
- Oversee the planning of appropriate activities for children in accordance with program philosophy, including the purchasing of materials and supplies appropriate for ages of enrolled children
- Inspect CNC space for safety issues and complete a Space Safety Checklist including periodic fire drills
- Ensure there are sufficient materials and equipment for the operation of sessions
- Meet with the Language Program Manager on a monthly basis to provide an update on the childcare program, and ensure staff timecards are submitted by the 20th of each month
- Foster team work among staff in the provision of CNC services
- Oversee the use of volunteers and students in the childcare space
- Assist the LPM with additional duties related to support for the program as requested

Qualifications

Education

- Early Childhood Education Level III or equivalent as assessed by provincial regulators
- First Aid and CPR C Certification

Experience

- 1-3 years' experience caring for children and working with their parents
- 6-24 months' experience supervising Child Care Workers in a child care setting

Knowledge, Skills and Abilities

- Excellent administrative skills and strong leadership skills
- Ability to work with others, including staff at all levels within the organization
- 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
- 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
- Capable of discussing children's progress or concerns with parents and other staff members and able resolve issues and concerns of newcomer parents

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

LINC Program Childcare Workers

Benchmark

[NOC: 4214](#)

Approved by:	
Date approved:	
Reviewed:	

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