



**Position:** ECE ASSISTANT- TEMPORARY (1 Year Contract)

**Union/Management:** Temporary, Full Time, Unionized position  
January 2<sup>nd</sup>, 2019 to December 31<sup>st</sup>, 2019

**Salary:** \$19.81 to \$21.02 per hour

**Location:** 195 George Street, Ottawa

**Qualifications:**

- Previous experience assisting in early learning and care environments or working directly with children
- Clear Police Record Check (Vulnerable sector) completed in the last 6 months
- Current Standard First Aid and CPR certification
- Demonstrates understanding of a licensed group care environment
- Proven ability to work closely with other team members
- Sensitivity and respect for individual and cultural difference
- Adequate energy level and ability to meet the physical demands of the job
- Early Childhood Education diploma or degree from a recognized college or university or other equivalent educational qualifications is preferred

**Responsibilities:**

- An additional language would be an asset
- Meets children's needs for continuance of care, routines and education in the absence of a regular caregiver; reassures children as needed; receives instruction from supervisor and plans to carry out planned activities with adjustments if necessary and requested.
- Implements program plans on a daily basis as established or modified; helps set up areas for planned activities; provides a welcoming and nurturing environment through displaying affection, acceptance and support of each child; guides and assists children in activities, routines and transition times; teaches appropriate behaviours and skills through modelling, counselling, mediating, observing, questioning, demonstrating and reinforcing.
- Observes children's behaviour and level of participation; advises supervisor of observations, concerns and suggestions if requested.
- Attends to physical needs of children; instructs and assists in washing, dressing, toileting, and eating to develop self-help skills; attends to diapering needs; feeds

children and ensures special dietary requirements are met; ensures children are clean, dry and dressed appropriately.

- Assists in maintaining a healthy and safe environment; reports accidents and serious occurrences to supervisor; observes and reports on illness and health conditions; monitors location of health and safety hazards.
- Ensures positive communication with parents; greets parents and children; communicates at end of day about activities, children's participation and learning.
- Other related duties as may be assigned by direct supervisor.

**Hours of Work:** 35 hours per week

**Available from:** January 2<sup>nd</sup>, 2019 to December 31<sup>st</sup>, 2019

**Apply:** Email: [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca)

**Closing date:** December 13<sup>th</sup>, 2018

We thank all applicants for their interest; however only those selected for an interview will be contacted.

Should the applicant require any accommodations during the application process please notify Human Resources at [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca).