



Position: ECE ASSISTANT (11 MONTH CONTRACT)

Assists the Early Childhood Educators (RECE) in providing a nurturing, developmentally appropriate, healthy, and safe environment to meet the needs of children in the group setting. Follows policies and procedures identified in the Child Care and Early Years Act (CCEYA), and the policies and procedures of Andrew Fleck Children's Services.

Union/Management: Temporary, Part Time, Unionized position

Monday to Friday 7:15am to 9:15 am

January 28th, 2019 to December 31st, 2019

Salary: \$19.81 to \$21.02 per hour

Location: Riverview Child Care Program, 260 Knox Crescent, Ottawa, ON

- 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
 - An additional language would be an asset

- Responsibilities:**
- 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: 10 hours per week

Available from: January 28th, 2019

Apply: Email: hrrecruiting@afchildrensservices.ca

Closing date: January 23rd, 2019

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.