



258 Lisgar St, Ottawa
(613) 236-0921
wellingtoncc@bellnet.ca
www.wellingtondaycare.ca

Position: INFANT EDUCATOR (RECE) – *11 Month Contract*

Wellington Child Care Centre attends to the physical, emotional, intellectual and social care and development of children. In this role you will be responsible for 10 infant aged children. Working in a cooperative manner with parents and in a team-teaching capacity you will coordinate and implement a creative, developmentally appropriate and stimulating infant program.

**Union/
Management:** TEMPORARY, FULL TIME (35-40 HOURS PER WEEK), ROTATING SHIFTS, UNIONIZED POSITION
January 21st, 2019 to November 21st, 2019

Salary: \$22.21 per hour (under review)

Location: Wellington Child Care Centre, 258 Lisgar Street, Ottawa, ON

Responsibilities: Supervises, facilitates, guides and interacts with children; responsible for the children's care, safety, development and well being through the implementation of an age and developmentally appropriate program in a group setting.

Plans, implements and evaluates stimulating and varied programs that ensure the physical, cognitive, social and emotional development of each individual child; focuses on each child's emerging independence, self-discipline, problem solving skills, self-confidence, and self-esteem.

Maintains flexibility within a structured routine with regard to sleeping, eating, toileting, and dressing to meet each child's basic needs; ensures that routines are carried out consistently with minimal disruption of children and programming; attends to individual child's health needs and promotes good hygiene within the group; encourages and provides support so that children can grow in their independence and develop a sense of mastery with regard to self-help skills.

Develops trusting and mutually respectful working relationship with parents and acts as a support and resource to parents where and when possible; keeps them informed of their child's progress, ensuring two-way

communication and open-minded, non-judgemental listening; providing appropriate referrals and information; provide ongoing support to families in a caring and nurturing manner.

Ensures a clean, safe and physically appropriate environment; performs general upkeep of the rooms, equipment, supplies and yards; disinfects toys and equipment regularly; monitors repair of equipment and materials; purchases equipment and materials as appropriate; fulfils laundry responsibilities.

Attends program meetings to exchange information and develop team goals; attends General Staff Meetings to exchange information with other co-workers. Works toward developing a trusting and co-operative working relationship under the general daycare/professional co-op philosophy with all members of the co-op; informs casual staff, students and substitutes of co-op philosophy, specific duties and routines and supervises and teaches them if appropriate.

Evaluates program and development of individual children; observes, assesses and records children's progress and behaviour and recommends group program and teaching modifications to better meet needs; identifies and informs Direct supervisor of special needs which may require referral.

Participates within a team to ensure the ongoing administration and coordination of the program's activities; records attendance; adjusts schedule to ensure staff ratios are maintained; arranges replacement as required; participates in agency activities and committee meetings and consults with community professionals; monitors and reports on needed supplies; keeps Direct supervisor advised of pertinent information.

Respects confidentiality and relates to parents, children and other staff members in a professional and ethical manner.

Other related duties as may be assigned by Direct supervisor.

Qualifications:

- Degree or diploma in Early Childhood Education or other equivalent education
- Registered with the College of Early Childhood Educators
- Clear Police Records check completed in last 6 months
- Current Standard First Aid and CPR Certification
- Co-op daycare experience
- Demonstrated knowledge and skills with infants in a group setting
- Proven ability to work closely with other team members
- Ability to create and maintain positive working relationships.

- Strong communication, interpersonal, programming and organizational skills
- Sensitivity and respect for individual and cultural differences
- Adequate energy level and ability to meet the physical demands of the job

Hours of Work: Full-time, 35-40 hours per week

Available from: January 21st, 2019 to November 21st, 2019

Apply: Email: hrrecruiting@afchildrensservices.ca

Closing date: **January 18th, 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 HR at hrrecruiting@afchildrensservices.ca.