



ECE Assistant

Temporary · Part-Time · Unionized

Andrew Fleck Children's Services is looking to hire an ECE Assistant. In this role you will assist the Early Childhood Educators in providing a nurturing, developmentally appropriate, healthy, and safe environment to meet the needs of children in the group setting. You will follow policies and procedures identified in the Child Care and Early Years Act (CCEYA), and the policies and procedures of Andrew Fleck Children's Services.

Available from: June 17th to December 31st 2019
Salary: \$21.16 to \$22.37 per hour
Hours: 23 hours per week
Location: Sunflower Day Nursery, 700 Montreal Road, Ottawa, ON
Closing date: June 12th, 2019
Apply: E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary and comprehensive benefits package
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ A place where your opinions will be respected, and your contributions valued
- ✓ A chance to grow – personally and professionally – through our comprehensive orientation program, on the job learning, and in-house and external training
- ✓ A strong commitment to equity and diversity in the workplace and community

In this role you will...

- ✓ Meet children's needs for continuance of care, routines and education in the absence of a regular caregiver
- ✓ Implement program plans daily, help set up areas for planned activities
- ✓ Observe children's behaviour and level of participation; advise supervisor of observations, concerns and suggestions if requested
- ✓ Provide a welcoming and nurturing environment
- ✓ Attend to physical needs of children
- ✓ Assist in maintaining a healthy and safe environment
- ✓ Ensure positive communication with families

To qualify for this role you have...

- ✓ 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
- ✓ Understanding of a licensed group care environment
- ✓ Proven ability to work closely with other team members
- ✓ Sensitivity and respect for individual and cultural differences
- ✓ Adequate energy levels and ability to meet the physical demands of the job

It would be an asset if you had...

- ✓ Early Childhood Education diploma or degree from a recognized college or university or other equivalent educational qualifications
- ✓ Bilingualism (French & English)

We are an equal opportunity employer. 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

