

# **ANDREW FLECK CHILD CARE SERVICES**

## **JOB DESCRIPTION**

**DATE: 18/11/16**

### **JOB CLASS:**

**JOB TITLE:** HOME CHILD CARE WORKER

**LOCATION:** VARIOUS LOCATIONS WITHIN THE OTTAWA-GATINEAU AREA

**REPORTS TO:** PARENTS / SHORT TERM CHILD CARE PROGRAM

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### **SUMMARY:**

The Home Child Care Worker provides emergency and back-up care in the child/children's own home mainly for parents/tutors who are employees of the organizations belonging to this program at various locations in the Ottawa Region and surrounding areas

### **DUTIES WILL INCLUDE BUT NOT BE LIMITED TO:**

#### **A. Early Learning and Care for the children**

1. Provides a welcoming and nurturing environment by displaying affection, acceptance and support of each child; guides and assists children in planned activities, and models appropriate behaviours.
2. Organizes the day to be child-focused while being guided by the parent/tutor's instructions, children's favourite activities and children's ages
3. Mindful of the children's ages, engages them in planning age appropriate activities
4. Plays and engages with the children.
5. Demonstrates creativity and innovation in the time spent with the children; is self-motivated and enthusiastic in carrying out the duties
6. Implements a positive model/approach with Behaviour Guidance
7. Maintains a safe caring environment for the children
8. Ensures children in care are well supervised and monitors their well-being
9. Attends to global needs of children
10. Curtails much of the physical activity and opts for quieter time if the child is feeling unwell
11. Ensures provision of all required items for the day such as diapers, bottles, etc.

12. Prepares and serves snacks & meals and cleans up dishes and areas used for that purpose afterwards
13. Makes every effort to approximate children's regular routine at home
14. Tidies up the areas and materials used for the purpose of care provided during the placement

**B. Communication**

1. Displays professionalism
2. Follows instructions
3. Requests for parent/tutor to complete all forms as needed (i.e. for first time placement- Consent to Child Care and Release from Liability Form, Swimming and Pool Consent Form, etc.)
4. Provides STCC with all completed forms in a timely manner (i.e. Instructions for child care, Service Verification Payment Information Form, etc.)
5. Provides the parent/tutor with verbal feedback on the day along with the Daily Report Form filled out
6. Provides feedback on successes and challenges to the STCC office
7. Maintains requested information/training up-to-date for AFCCS records

**QUALIFICATIONS**

- Early Childhood Education Diploma or experience working with children
- Current Standard First Aid and Infant CPR certification
- Clear Police Record Check (Vulnerable Sector) completed in the last 6 months
- Sensitivity and respect for individual and cultural differences
- Adequate energy level and ability to meet the physical demands of the job
- Strong interpersonal skills and understanding of confidentiality
- Ability to communicate effectively (both verbal and written)
- Bilingualism an asset