



Program Assistant (Screener/ Runner)

Casual · Full-Time · Non-Unionized

Andrew Fleck Children's Services is looking to hire a Program Assistant. In this role you will ask series of questions related to COVID-19 to all individuals arriving at the center. You will be in charge of collecting children and dropping them off to their designated cohorts, and you will be assisting the teaching team with housekeeping duties.

Available from: September 13th, 2021 to December 7th, 2021
Salary: \$17.11 per hour + 4% vacation pay
Hours: 35 hours per week.
Location: Overbrook Childcare Centre, 557 Queen Mary St, Ottawa, ON
Closing date: September 6th, 2021
Apply: E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive hourly rate
- ✓ 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...

- ✓ Ask series of questions related to COVID-19 to all individuals accessing the center (children, parents/guardians, staff, etc). Only allows those who pass the questions to access the building.
- ✓ Completes appropriate observational records as required.
- ✓ Greet the children as they arrive in the morning, help them remove their outside clothing, and accompany them to their respective cohorts. In the afternoon, the program assistant will pick up the children from their cohorts, help them put on their outdoor clothing, and bring them to their parents/guardians.
- ✓ Supports the Early Childhood Educator (ECE) or the assistant ECE in providing nurturing care and developmentally appropriate education to meet the needs of children in a group setting within a safe and healthy environment in cooperation with colleagues.
- ✓ Maintains hygiene standards as defined under Food Premises Act, Health Guidelines, and agency policies in areas associated with food provision
- ✓ Assists with various house keeping duties: Clean counters and cupboards in the receiving kitchen or food preparation area; wash dishes; Sweep and wash eating area floors and disinfect tables and chairs; Maintain children's activity, washroom and staff areas in required sanitary and neat condition; Clean and disinfect washrooms and fixtures; collect and dispose of garbage; may wash floors
- ✓ Follows daily direction given by the educator and/or Supervisor
- ✓ Maintains good working relations with all staff to ensure good communication

To qualify for this role you have...

- ✓ Clear Police Record Check (Vulnerable sector) completed in the last 6 months
- ✓ Valid Standard First Aid and CPR certification
- ✓ Experience working with children who have special needs

- ✓ Skills and knowledge in behaviour guidance would be an asset

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



APPLY TODAY!