



JOIN THE ANDREW FLECK FAMILY!

Home Child Care - Program Assistant

Casual · Part-Time · Non-Unionized

Andrew Fleck Children's Services is looking to hire a Program Assistant (PA). In this role you will assist the Home Child Care Provider in supporting a child(ren) with special needs who is/are attending a licensed Home Child Care Program. This role is intended to enhance the child/provider ratio in the provider home to fully support the child's development and participation in the home-based early learning and care program.

Confirmation of full vaccination for COVID-19 is a requirement of employment with Andrew Fleck Children's Services

Available from: November 20th, 2023 to February 16th, 2024 *possibility of extension*
Salary: \$18.55 per hour + 4% vacation pay
Hours: Up to 6 hours per day, flexible - mornings required (Monday to Friday)
Location: Home Child Care - Provider home based care (located in South Ottawa)
Closing date: November 9th, 2023
Apply: E-mail a copy of your resume to hrrecruiting@afchildrensservices.ca and include the Job ID # in the subject line.

What Andrew Fleck Children's Services offers...

- ✓ Competitive hourly rate
- ✓ A unique home-based, family child care 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, 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...

- ✓ Assist the Home Child Care Provider in supporting a child with special needs who is attending a licensed Home Child Care program
- ✓ Demonstrate a willingness and curiosity in home based, inquiry led learning and plan
- ✓ Participate in outdoor play-based learning- in all weather and seasons
- ✓ Support and make a commitment to the principles of inclusion
- ✓ Be familiar with the activities, routines, philosophy, policies and procedures of the Home Child Care setting
- ✓ Recognize the need for the child to interact with all children
- ✓ Assist in providing optimal opportunities for the child to fully participate in all activities
- ✓ Facilitate and involve other children in activities in order to create opportunities for peer interactions
- ✓ Respond to daily direction given by the Home Child Care Provider
- ✓ Maintain confidentiality at all times

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 (considered an asset)
- ✓ Adequate energy level to meet physical demands of job
- ✓ Job requires frequent lifting up to 40 lbs as well as bending, kneeling and crouching
- ✓ Have a keen interest and comfortability in working with children
- ✓ Ability to work outdoors in all weather and all seasons
- ✓ Willingness and curiosity to understand home-based, inquiry-based learning and play

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!

