



## ECE Assistant

Permanent · Full -Time · Unionized

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

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

### 2 POSITIONS AVAILABLE

**Available from:** January 2<sup>nd</sup>, 2024  
**Salary:** \$22.08 to \$25.07 per hour  
**Hours:** 35 hours per week, Shifts between 7:30am-5:30pm  
**Location:** Bettye Hyde Early Learning Centre; 43 Blackburn Avenue, Ottawa, ON  
**Closing Date:** November 14<sup>th</sup>, 2023  
**Apply:** E-mail a copy of your resume to [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca)

#### What Andrew Fleck Children's Services offers...

- ✓ Competitive salary
- ✓ Comprehensive benefits package including 4 weeks of vacation, Health and Dental plan, Employer matching RRSP program at 6% of salary
- ✓ 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 workshops, mentorship programs and courses, to upgrade skills, and develop new areas of expertise
- ✓ Participate in career development opportunities for a variety of different position types available within the AFCS organization
- ✓ 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
- ✓ Observe children's behaviours and levels of participation
- ✓ Attend to physical needs of children
- ✓ Assist in maintaining a healthy and safe environment
- ✓ Ensure positive communication with parents

#### 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
- ✓ Demonstrate 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 and ability to meet the physical demands of the job
- ✓ Early Childhood Education diploma or degree from a recognized college or university or other equivalent education (would be an asset)
- ✓ An additional language (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](mailto:hrrecruiting@afchildrensservices.ca)

