SOUTH ESSEX COMMUNITY COUNCIL
INTERNAL/EXTERNAL POSTING
Job Posting #2020-11
POSITION DESCRIPTION

POSITION TITLE: Care for Newcomer Children (CNC) Child Care Worker (Permanent Full-time)

POSITION SUMMARY: Under the general direction of the CNC Program Leader, the CNC Worker assumes the following duties and responsibilities:

- Assist in implementation of culturally sensitive care for newcomer children program for children whose parents are attending
- Prepare the room before children arrive and assist in housekeeping duties before and after the program
- Assist in monitoring all exits and entrances into the care for newcomer children program
- Supervise children, monitor behaviour and intervene when necessary
- Inspect and maintain toys and equipment
- Respond sensitively to the cultural heritage, values and individual experiences of the children
- Behave appropriately with children, individually and in groups
- Communicate with parents
- Attends, promotes and provides assistance to designated community functions involving SECC
- Performs other duties as assigned

QUALIFICATIONS:

Education Requirements

- Diploma in Early Childhood Education (E.C.E.)
- Must have CPR Level C and First Aid Training or be willing to obtain same
- Vulnerable Sector Police Clearance
- Must provide TB Test, Immunization record, Medical Clearance
- Must have experience working with infants and preschool children.
- Excellent communication, interpersonal and problem-solving skills.
- An understanding of the immigrant/newcomer populations in the South Essex community is an asset
- Team player

SALARY & HOURS OF WORK:

- Rate of pay in accordance with the CUPE Local 4523Collective Agreement.
- 35 hours per week, some flexibility may be required depending on the needs of the program
- Works 40 weeks out of the year, layoff over Christmas holiday, March break and summer

EXPECTATIONS:

- Provide courteous, supportive and professional service at all times to clients, employers, coworkers and community partners
- Be attentive to detail and able to meet deadlines
- Work as part of a team and contribute to the smooth operations of the program
- Keep accurate and up-to-date program records
- Able to work in a busy and changing environment; capable of multi-tasking and of dealing with constant interruptions
- Communicate effectively and in a timely manner with clients and front-line staff
- Understand the mandate of the program and effectively communicate that mandate to clients, employers and community partners

INTERNAL/EXTERNAL POSTING
WITHOUT PREDJUDICE

Please submit resumes by 4:30 p.m.
Tuesday, March 3, 2020
Jennifer Moore,
Manager, Human Resources
jmoore@secc.on.ca

PLEASE NOTE:

Please be sure to list all qualifications you possess as they relate to the qualifications in the posting.

- All of the qualifications in the posting are deemed necessary to perform the work required of the position
- Interviews and practical assessments will be conducted to clarify qualifications
- SECC is committed to employment equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of racialized communities, indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity.
- Should you require an accommodation at any part of the application or interview process, please advise the Manager of Human Resources