
EarlyON Child and Family Centre Practitioner Job Description

Agency: Centre pour enfants Timiskaming Child Care
Program: EarlyON
Position: Practitioner (Bilingual)

Job Summary:

Under the direction of the Program Director, the EarlyON Practitioner shall support all children, parents and caregivers in learning, growing and connecting-together. By providing a system of responsive, high-quality, accessible and increasingly integrated programs and services that contribute to healthy child development and reflect the view of children, parents, caregivers and educators as competent, capable, curious and rich in potential and experience.

Duties and Responsibilities:

- Work within an EarlyON Collaborative with Keepers of the Circle and CSCT, who share in common the objective of creating a child-focused and family oriented service environment that is both culturally proficient and meets the standards of excellence established in *How Does Learning Happen? and Journey Together*
- Perform duties considering the health and safety of themselves and others in accordance with the Agency's Health and Safety Policy and all applicable legislation, statutes and regulations
- Guided by ***How Does Learning Happen? Ontario's Pedagogy for the Early Years (HDLH)***, provide an environment that views parents and caregivers as co-learners and leaders in influencing positive child, family and community experiences and outcomes based on the four foundations for learning (belonging, well-being, engagement and expression)
- Provide services that are wholistic, inclusive, and welcoming
- Inspire joy, play, inquiry, expression, and a sense of belonging for children, and their respective parents/caregivers, by embracing diversity and creating an intergenerational learning environment rooted in language and culture
- Use community based resources and work related networks to provide services and support to children and families
- Provide assistance to children and families in the form of referrals to appropriate community services and resources
- Participate with local groups, service providers and agencies to organize short and long term community action efforts to address identified health issues
- Reach out to our target group - families with children between the ages of 0-6 years and pregnant women

- Provide support to parents and caregivers to seek out existing resources including warm handoffs
- Facilitate and/or co-facilitate workshops, training, groups, and programs for parents and caregivers
- Provide services in accessible settings both indoor and outdoor
- Foster a strong sense of community by embracing a range of cultural-linguistic contexts
- Ensure that diverse groups of parents and caregivers direct the planning, implementation and ongoing improvement of the EarlyON Child and Family Centres
- Develop and implement programs geared to families' needs and based on recommendations from relevant data, feedback, parent/caregiver directorates, local community plans and needs assessments
- Plan and facilitate the general functioning of the groups (drop in, workshops, playgroups, special activities, etc.)
- Cultivate and maintain partnerships and linkages with local groups, service providers and agencies to enhance the effectiveness of referrals and non-threatening community access to services
- Participate in and promote on-going training opportunities
- Participate in the evaluation process of the program by encouraging parents and caregivers to complete evaluation questionnaires and focus groups
- Provide the necessary program information for evaluations
- Engage in program marketing, participate in local events, tapping into local community activities to promote the program and raise the community's awareness
- Network with other children's service staff in the district to obtain program ideas, guidelines in an effort to avoid repetitive and unnecessary program duplication
- Plan for and facilitate parent education and workshops throughout the district and in partnership with other service providers (child care, behavior, family support, etc.)
- Seek volunteers, establish a volunteer pool and/or work with existing volunteers to assist with programs, provide childcare, etc.
- Ensure maintenance of complete and accurate data base through the KeyON digital system for participation in programs/record of programs, services, community engagement, cross cultural activities, and professional links
- Assess and assist in developing new services in response to community need
- Ensure that resources are appropriate and adequate to carry out programs
- Maintain contact with program users and parent / caregiver directorates
- Ensure appropriate registration procedures are implemented for the programs and services
- Train and supervise students and volunteers
- Strengthen intergenerational bonds through programming and outreach
- Ensure program philosophies, policies and procedures are followed and kept up to date with
- Participate in the writing, production and distribution of program literature/information/public information releases

- Participate in staff performance review
- Understand and ensure compliance with relevant provincial, regional, local, and funders' regulations
- Recognize, document and take action in the case of suspected-abuse, illness or accident
- Participate in fire drills
- Attend staff meetings, general meetings and other functions i.e. fundraising events and fairs as required
- Participate in purchasing of toys, program equipment and supplies
- Complete other duties as assigned

Qualifications:

- Sound knowledge of parenting skills, infant and child care, including child development and management specifically for ages 0-6 years
- Demonstrated ability to work with French and Indigenous service partners to plan for their respective populations
- Ability to communicate clearly and effectively, both orally and in writing
- Proficiency in both French & English (oral and written) is a requirement
- Capacity to problem solve effectively
- Flexible with program delivery and approach to families' needs
- Creative thinker
- Excellent understanding of planning around children's interests
- Warm, caring, friendly and understanding personality
- Ability to establish and maintain cooperative working relationships with staff, children, parents, caregivers and community service agencies
- Excellent inter-personal skills
- Demonstrated ability to work independently and within a team
- Experience working with children and their families in a play setting
- Excellent knowledge of the Agency's programs and services
- Excellent knowledge of community services, resources, and processes regarding access and referral to services
- Knowledge and ability to work proficiently with digital system, software packages, e-mail and the Internet
- Ability to work independently and manage time and workload. Non-routine situations referred to supervisor
- Ability to use professional judgment on a daily basis within guidelines established by government, regional and program policies. Consults/reports non-routine situations to supervisor
- Ability to facilitate contacts/relations between a variety of people
- Ability to maintain accurate records and to prepare reports as required.
- Ability to maintain confidential information at all times
- Extensive knowledge of *How Does Learning Happen? Ontario's Pedagogy for the Early Years* and use as the foundation for program development and delivery
- Knowledge of the Occupational Health and Safety Act., Child Care and Early Years Act , and the Child and Family Services Act and the ability to meet the

specifications of these Acts and any other regulations that apply to this work i.e. Health, Fire Dept.

- Must be licensed to drive a motor vehicle and insured to do so in the Province of Ontario, unless otherwise determined
- Access to own vehicle may be required

Working Conditions:

- Ability to work with chemical substances contained in cleaning supplies.
- Ability to stand for extended periods of time to work at the height of the children.
- Willingness to work in conditions involving exposure to: bodily fluids, infectious diseases, frequent high noise levels and inclement weather.
- Ability to maintain and retrieve information resources.
- Ability to drive in varying weather conditions.
- Ability to load and unload toys and equipment for programs, workshops, and other scheduled events in outlying communities in varying weather conditions.
- Ability to assemble and repair toys and equipment.
- Ability to lift/carry/move moderately heavy and or awkward items and children.
- Ability to maintain control in frustrating situations.
- Ability to work evenings and Saturdays.
- All other duties assigned by your supervisor.

Minimum Education Requirements:

- Diploma in Early Childhood Education *and* registered with the College of Early Childhood Educators
- Holder of a valid First Aid / Infant CPR Certificate