
**Centre pour enfants Timiskaming Child Care
Job Description**

Agency: Centre pour enfants Timiskaming Child Care
Program: Child Care
Position: Child Care Assistant

Job Summary:

Working under the direction of the Program Director, and Child Care Supervisor, the Child Care Assistant will be responsible to assist in providing the day to day childcare for the programs with information, resources and educational programs to enhance all skills following a play based approach.

Duties and Responsibilities:

- Assist in setting up activity areas and tidies same.
- Assist in ensuring all areas frequented by the children are safe and clean, including washrooms.
- Demonstrate proper procedures and discipline for Child Care staff.
- Provide a physically safe and emotionally supportive environment showing sensitivity to the needs of children in all aspects of development.
- Use a variety of teaching techniques including modeling, observing, questioning, demonstrating and reinforcing.
- Assist in providing a balance of active/quiet, individual/group activities.
- Assist in implementing a schedule that incorporates child-directed activities, care routines and transition.
- Implement the Agency PROGRAM STATEMENT on a daily basis within the Centre and with the children and families.
- 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).
- Ability to establish and maintain cooperative working relationships with co-workers, children and families.
- Excellent knowledge of the community services, resources, and processes regarding access and referral to services.
- Ability to maintain confidential information when required.
- Sound knowledge of child development, specifically for ages 0-12 years.

- Assist in the implementing of programs to promote and enhance creativity in all areas: arts and crafts, dramatic and cognitive play, emotional awareness, music appreciation, science, fine and gross motor and sensory activities.
- Assist in implementing opportunities which facilitate an understanding of a variety of cultures and value systems.
- Assist in providing experiences and play materials that actively promote anti-racist and non-sexist integrations and attitudes.
- Assist in carrying out activities that encourage problem solving.
- Assist children in washing, dressing, toileting, snacks, etc. to develop self-help skills.

General:

- Assist in ensuring that resources are appropriate and adequate to carry out programs.
- Assist in ensuring appropriate registration procedures for the programs and services.
- Ensure program philosophies, policies and procedures are followed.
- Participate in community relations, advocacy events.
- Network with other child care programs.
- 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.
- Attend professional development
- Participate in fire drills.
- Attend staff meetings, taking and transcribing minutes on a rotational basis. Attend board meetings, general meetings and other functions i.e. fundraising events and fairs as required.
- Participate in purchasing of toys, program equipment and supplies.
- Keep up to date on agency's policies and procedures.

Qualifications:

- 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.
- Experience working with children and their families in a play setting.
- Demonstrated computer skills with word processing and internet.
- Ability to assemble and repair toys and equipment.
- Ability to communicate effectively both orally and in writing with children, parents, staff, teachers, other agencies and the public.
- Ability to maintain co-operative working relationship with children, parents, co-workers and volunteers.
- Ability to work with others, 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 different people.
- Ability to maintain confidential information at all times.
- Ability to lift/carry/move moderately heavy and or awkward items and children.
- Ability to maintain control in frustrating situations.
- Ability to work overtime or irregular hours when necessary.
- Required to hold a valid Ontario drivers license with a clean driving record.
- 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 specification of these Acts and any other regulations that apply to this work i.e. Health, Fire Dept.
- All other duties assigned by your Supervisor.

Minimum Education Requirements:

- Experience working in a child care setting
- Experience working with groups of children
- Holder of valid standard C.P.R and Infant First Aid Certificate
- Ability to communicate in both official languages