

POSTING

SENIOR INFANT/TODDLER EARLY CHILDHOOD EDUCATOR

Permanent Full Time (35 hours per week)

Growing Together Daycare

Options Community Services has operated Growing Together Daycare for the past 30 years. This non-profit daycare provides on-site child care services to young parents whom are enrolled in high school at Guildford Park Secondary School. The center is licensed to care for children between the ages of newborn to 36 months.

In November 2018, Growing Together Daycare was announced as a Prototype Center for the Ministry of Children and Family Development. Prototype Centers are designed to offer affordable child care to families throughout the community. Beginning in February 2019, Growing Together Daycare will be accepting additional children between the ages of birth to 36 months from the community. The program will offer wrap around support to young children and their families. Our core philosophy in working with both children and their families comes from an attachment-based and strength-based approach. This safe, welcoming and non-judgemental program provides early learning opportunities for children that will enhance their development. The care we provide to the children requires a high sense of caring, understanding, and acceptance as families accessing the program come with a variety of needs and socio-economic backgrounds.

The Senior Early Childhood Educator will provide leadership and guidance for staff and practicum students working within the program. They will also be responsible for planning and implementing developmentally appropriate activities for the children, including special needs children.

KEY DUTIES AND RESPONSIBILITIES

- Plans and provides guidance to staff regarding the care of children, parent interactions, etc. The Senior ECE will train and evaluate practicum students as required.
- Welcomes new children and their families to the program. Explains and interprets the philosophy, goals and objectives of the program to families and answers questions. In conjunction with the Administrative Support staff, ensures enrollment information is in order including medical and emergency information, dietary instructions, Affordable Child Care Benefit and parental consent forms in compliance with statutory requirements such as licensing.

NOTE: Applicants not selected for an interview will not necessarily be notified.

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Posted: 02/01/2019

OCS Posting #:A21280

- In conjunction with the Program Manager, schedules and conducts staff meetings to discuss, plan and assess the program's goals and objectives and the organization's policies and procedures; attends family meetings as required.
- Assists the program Cook and Manager with the purchasing of snack and program supplies. Records and submits receipts as required. Works within a designated program budget.
- Assists Administrative Support staff and program Manager to maintain proper financial record keeping and accounting for program funds and fees.
- Plans, carries out and evaluates developmentally appropriate activities and experiences for children using modelling, observing, questioning, demonstrating and reinforcing techniques. Develops daily program schedules that include indoor / outdoor, large motor, quiet and individual group activities.
- Identifies the abilities, interests, and needs of children and develops individualized and group curriculum based on these. Recommends referrals or additional services for children with professionals such as Infant Development Program, the Center for Child Development and Public Health.
- Reports on progress, behaviours and other issues of both children and families to the Program Manager. Contributes to reports for special needs children moving on to preschool aged care. Maintains program records and statistics as required.
- Participates in regular planning and evaluation of the program, as per the Ministry of Children & Family Development's Prototype Center requirements, and Options' Community Service agency requirements. Provides recommendations for change to the Program Manager.
- Attends to children's physical needs that include bathing, diapering, eating and sleeping.
- Administers first aid and medication in accordance with established agency policies.
- Ensures a safe, warm, welcoming, healthy environment in which children can interact. Identifies and removes potential safety hazards to children, parents and staff.
- Communicates with parents about children's growth, development, needs, and accomplishments. Requests input from parents in the development of programming and activities for children and families. Confers with parents with regard to unusual or problematic issues that impact the well-being of their child and family.

QUALIFICATIONS

Education, Training, and Experience:

- Early Childhood Education Certificate / Diploma
- Infant / Toddler Certificate / Diploma
- BC License to Practice for ECE and Infant Toddler required
- Child Safe First Aid required

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- At least two years recent related experience working with young children
- Experience working with vulnerable children and families
- Experience working with an attachment based, strength-based, trauma informed approach
- Crisis Line experience an asset

This position will be exposed to a high level of noise and distractions from children. Direct delivery includes moderate-heavy physical activity involving walking, running, and standing, bending, sitting on the floor and lifting children up to 40lbs.

* An eligibility list will be maintained for up to 6 months.

COMPENSATION: \$25.21/hr (plus wage enhancement)

BENEFITS: Comprehensive benefit package after 3 months

CLOSING DATE: MARCH 1, 2019

PLEASE APPLY TO: Nichole Osborne, Program Manager
Options Community Services Society

Email: growingtogether@options.bc.ca

Please include a cover letter clearly indicating the posting number [#A21280] and outlining your qualifications and related experience for the position.