

Brass Bell Family Resource Centre (BBFRC)

JOB TITLE: Child Care Educator

JOB SUMMARY: Under the direction of the Child Care Supervisor, provide quality child care that promotes belonging, engagement, well-being and expression.

REPORTS TO: Child Care Supervisor

SUPERVISION EXERCISED: Students, Volunteers

SKILL

Education/Experience

- Early Childhood Education Diploma. A combination of related training and experience will be considered
- Sound knowledge of child development and sensitivity to the needs of young children and families
- Knowledge of the Child Care Early Years Act, 2014 and How Does Learning Happen?, including the four foundations of Belonging; Engagement; Expression and Well-Being
- Working knowledge of Microsoft computer software applications and operating systems

Additional Competencies/Skills

- Excellent verbal and written communication skills including the ability to communicate in a non-judgmental fashion
- Strong interpersonal skills combined with demonstrated ability to work collaboratively
- Ability to work independently, maintain a professional attitude at all times and respect and maintain confidentiality
- Demonstrated commitment to continual learning, personal and professional development and open to change
- Demonstrated effective time management skills
- Proven planning and organizational skills

ADDITIONAL REQUIREMENTS

- Willingness to work flexible hours
- Valid Ontario driver's license and access to a vehicle or reliable transportation
- Current standard First Aid/CPR or willingness to obtain
- Current up to date health assessment and immunization records
- Current vulnerable sector check
- Bilingualism is an asset

MAJOR RESPONSIBILITIES

1. Provide quality child care

- Ensure that the goals and objectives of (BBFRC) are reflected in the services and programs provided and are carried out in a way that reflects the Centre's program statement and philosophy
- Provide high quality early learning activities that enhance a child's emotional, social, physical, literacy, numeric and cognitive skills in a safe environment
- Effectively provide a quality child care program by working in a collaborative and professional team
- Maintain a healthy and safe environment for children, promote quality programming which meets or exceeds the Child Care Early Years Act, 2014 and quality assurance initiatives
- Encourage children to eat foods that contribute to good health as they:
 - participate in a snack or meal program that introduces them to a wide variety of tastes, textures, and temperatures, and a sampling of a wide range of nutritious foods
 - eat nutritious, appealing meals made from whole, unprocessed ingredients
 - are encouraged to taste and try foods, but not forced to finish their meal
 - help prepare and serve their own food, and use meal times for social interaction, vocabulary building and other learning
- Administer children's medication and maintain the medication record as instructed by the Child Care Supervisor. Keep informed and up-to-date on children's allergies, health conditions and best practice standards
- Contribute regular information to the daily journal

- Observe and record each child's development
- Maintain daily attendance records of children
- Integrate child development knowledge into sound early learning practices and activities
- Maintain flexibility as well as a professional attitude when interacting with children, parents, caregivers, students, other staff and visitors
- Ensure children have the opportunity to experience accomplishment, to flourish and to build a sense of self-worth
- Act as a resource person and be a positive role model to parents/caregivers for appropriate child/adult interaction and consistent approaches to child guidance
- Observe and discuss children's developmental needs as required
- Treat everyone with dignity and respect
- Strive to respond to the culture and language of children and their families
- Adhere to the Prohibited Practice and Guidance Policy with positive guidance techniques
- Remain up to date on current research and trends in early childhood development
- Take responsibility for maintenance of own skills, and development related to field
- Participate in ongoing evaluation of the program
- Compile relevant progress reports as requested
- Share responsibility for assisting students with their placement duties as well as provide feedback when completing student evaluation forms
- Participate in quality assurance/accountability initiatives
- Ensure and maintain a safe, clean, and organized work environment including Centre(s) and related areas such as workspace, storage, outdoor areas
- Maintain all toys, books and equipment in a clean and safe condition
- May be required to participate in administrative duties of the Centre
- Assist the Child Care Supervisor as requested

2. Work collaboratively with colleagues

- Foster and encourage own and support other staff members' professionalism, teamwork, reflective practice and personal growth. For example, build and maintain linkages with professional associates, networks, informal connections with other childcare staff and related disciplines

- Contribute to own professional learning, by actively engaging in Learning Institutes; workshops; collaborative learning with School Boards; community learning opportunities; webinars; team building sessions and staff meetings
- Maintain regular communication regarding menus, nutrition, dietary requirements and health and dietary needs of individual children, specifically allergies

3. Enhance family and community relationships

- Promote BBFRC policies and image in a positive way through any community contacts
- Promote and maintain an open-door policy with a supportive/welcoming relationship with all parents. Accessibility and acceptance are priorities as specified in the Centre's philosophy, program statement and Centre policies
- Be sensitive to the needs of families recognizing the many and varied factors involved including: cultural, socioeconomic, parenting styles and values
- Be aware of and complete all required documentation, i.e., all accident forms. Have Child Care Supervisor contact parent/caregiver in urgent/emergency matters
- Keep families informed through notices and conversations, encourage involvement
- Discuss daily events with families
- Promote good working relations with school principal and staff and in all shared spaces
- Support fundraising as applicable

EFFORT REQUIRED

- Focusing and actively engaging children during all work hours
- Concentrated visual and aural attention during all work hours
- Lifting children, bending and squatting

WORKING CONDITIONS

- Work environment includes both an open-concept indoor and outdoor setting
- Exposure to contagions such as colds or flu and bodily fluids including feces, urine, saliva and mucus
- Flexible work hours as necessary as programs/activities and other services are provided at the family, partner and/or community's convenience

As determined by the Child Care Supervisor, duties of the position may change due to the diversity of the BBFRC and the changing nature of the work to be done.