



JOB DESCRIPTION

JOB TITLE: Daycare On-Call/Support Staff

JOB SUMMARY: Under the direct supervision of the Daycare Manager and senior staff, the incumbent will promote the social, emotional, physical and cognitive health of children by initiating a positive, non-judgmental environment where all children and their families are welcomed. Primarily, this role provides support to our regular staff in a variety of ways.

A key aspect to the job is working cooperatively with a variety of individuals in a caring, approachable, non-judgemental manner that encourages others to feel comfortable and respected.

RESPONSIBILITIES:

- Ensure that all parents/guardians and children feel welcomed and respected at all times
- Assist with implementing the children's program in all curriculum areas in accordance with goals, objectives and curriculum of the Centre
- Assist with observing and recording children's behavior
- Support and extend children's learning
- Guide children's behaviour
- Follow the daily schedule
- Adhere to all food safety regulations
- Role model appropriate play and developmental activities to meet social, emotional, cognitive, physical and creative needs of the children
- Ensure that the Manager or an Early Childhood Care Provider is informed of any information pertinent to the welfare of a child enrolled in the Centre as well as the overall operation of the Centre
- Participate in general maintenance of Centre: i.e., washing tables, chairs and shelves; washing children's sheets and blankets, cleaning and maintaining educational materials
- Ensure the protection of privacy for all of the daycare clients, volunteers and staff
- Work cooperatively with a variety of individuals and professionals to promote a positive team environment
- Other related duties upon request

SKILLS/QUALIFICATIONS:

- Relevant experience and/ or training related to service delivery for those facing poverty or other life circumstances that create risk factors for individuals and families, including the impact of FASD and trauma-related issues
- Understanding of local First Nations and respectful, culturally sensitive practices
- Proven ability to deliver services with a caring, approachable, non-judgemental demeanor which encourages clients, team members and others to feel comfortable and respected
- ECE and ECE I/T certifications preferred
- Experience working in a licenced daycare setting is preferred
- Ability to deal with information and reports in a confidential and professional manner
- Ability to work with minimal supervision and in varying environments
- Ability to handle information in a confidential and professional manner
- Food Safe certification an asset
- First Aid Certificate an asset
- Where needed, undergo a satisfactory criminal record check