



JOB POSTING

Child Care Assistant (Summer Jobs) Elmdale

Mothercraft Ottawa is a non-profit multifaceted family support agency offering a wide array of programs for families from pregnancy to school age.

Job Summary

The Child Care Assistant, under the direction of the Program Manager will work as a full member of the Elmdale Kindergarten and School Age Program. The Child Care Assistant will assist the Program Team in delivering high quality child care and summer programming to the children enrolled in the Elmdale programs. The Child Care Assistant will work with team members in a broad range of roles, working in programs with children ranging in age from 4 years to 12 years, and even assisting in the kitchen

The Child Care Assistant is responsible in assisting the Lead Educators, Early Childhood Educators and Educators in providing diverse basic care needs including supplying proper nutrition and performing cleaning duties.

Start Date

As early as April 23, 2019, depending on funding

This position is conditional on successful funding from the Canada Summer Jobs program. Dependent on funding, the position will be for 30-40h/week for 6-16 weeks in total. Interested candidates are asked to apply by April 5, 2019, with interviews to be scheduled thereafter. No official job offer can be made until the Canada Summer Jobs funding has been announced.

ONLY APPLY IF you were a full-time student in 2019 and are returning to full-time studies in the fall of 2019. You must also be between the age of 15-30.

Competencies

- Strong organizational, interpersonal and communication skills
- Problem solver and proactive thinker
- Effective time-manager and multi-tasker
- Ability to work both independently and in a team environment

Job Duties

- Supports the program team in the implementation of the program statement
- Acts as an appropriate role model
- Monitors the health and safety of the program, children and staff
- Recognizes and responds to the needs of the group and the individual
- Recognizes, respects and responds to diversity within the program
- Serves nutritious snacks to the children using proper food handling techniques

- Maintains play environments, kitchen and storage areas in organized clutter-free and sanitary condition
- Assists with laundry, toy/equipment disinfecting
- Functions effectively as a team member
- Demonstrates flexibility and openness to change
- Demonstrates effective problem solving skills
- Maintains a professional appearance, demeanour, and attitude at all times
- Maintains a high level of confidentiality in all interactions
- Protects the health and safety of others by adopting safe work practices and reporting unsafe conditions immediately
- Performs other reasonable duties that may be assigned

Qualifications

- Must be enrolled in post-secondary studies, preferably in a program related to childcare or education such as: Early Childhood Education, Child and Youth Care, Early Learning and Development, Leisure Studies or Autism and Behavioural Studies
- Experience in a group child care program is an asset
- Experience working with groups of children is an asset
- Working knowledge of early years child development
- Adequate energy and ability to meet the physical demands of the job
- Valid Standard first aid and CPR level C certification, including infant and child
- Satisfactory vulnerable sector police check
- High level of integrity and work ethic
- Demonstrated time management skills
- High level of integrity and work ethic
- Must meet the Canada Summer Jobs requirements of:
 - Was a full-time student in the previous academic year
 - Returning to full-time studies in the fall session
 - Be between the age of 15-30 years

Salary

Salary: 15.25/ hour

If interested, please submit cover letter and resumé by

**3:00 pm on Friday, April 5, 2019 to
tracy_lynn.mallett@mothercraft.com**

Please put the full job title in the subject line of your email.

Please note that while we appreciate your interest in the position, only applicants who are short listed for an interview will be contacted.

Mothercraft Ottawa is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Mothercraft Ottawa will make accommodations available to applicants with disabilities upon request during the recruitment process.

Mothercraft Ottawa strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, Mothercraft Ottawa will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.