



Job Posting

Child Care Program Assistant – Mothercraft Ottawa – **Waterbridge** Location

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

Through our work with families, staff, partners, and the community, Mothercraft is dedicated to:

Adult-friendly Version

- *Creativity: Exploring possibilities.*
- *Nurturing: Supporting each other with compassion.*
- *Collaborative Relationships: Built on respect and communication.*
- *Inclusivity: Welcoming and encouraging diversity.*
- *Integrity: Acting with honesty and reliability*
- *We use imagination.*

Kid-friendly Version

- *We are caring.*
- *We work together.*
- *We welcome everyone.*
- *We do our best.*

POSITION AVAILABLE: Temporary Part-Time 2:45-5:45 pm – Monday to Friday
and possibility of 7.5 hours per day during school holidays and PD days.

START DATE: ASAP

End DATE: June 30, 2022

JOB DESCRIPTION

The Child Care Program Assistant, under the direction of the Program Manager and in conjunction with the Lead Educator, assists in supporting a child(ren) with special needs in the classroom as well as enhancing the child/staff ratio. The Child Care Program Assistant implements our Child Care Program in accordance with the Program Statement in their program classroom(s). They promote the cognitive, social, physical and emotional well-being and development of the children under the guidelines of *How Does Learning Happen? Ontario's Pedagogy for the Early Years* and Mothercraft Ottawa's mission and strategic plan and the Child Care and Early Years Act (CCEYA).

In addition to teaching, the Child Care Program 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.

QUALIFICATIONS:

- Certified PSW or DSW preferred, new graduates welcome;
- Experience supporting school aged children who have special needs (including toileting/diaper changes/personal hygiene);
- Strong knowledge of early years child development;
- Adequate energy and ability to meet the physical demands of the job
- Valid first aid and CPR level C certification including infant and child;
- Satisfactory vulnerable sector check
- Experience and proven ability in working with children, adults and the public
- High level of integrity and work ethic
- Must be able to work flexible hours

SALARY AND BENEFITS:

Salary: \$17.64/hour

Mothercraft Ottawa reserves the right to modify the terms of its benefit packages, from time to time, in its sole discretion.

If interested, please submit cover letter and resumé to jenn.ross@mothercraft.com by October 6, 2021

In your cover letter, please indicate the position you are interested in applying for and explain how your experience in the field supports your suitability for this role.

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.