

# Mothercraft's Waterbridge Location is Seeking a New Permanent Part-Time Registered Early Childhood Educator!

Do you have a passion for early learning in a group childcare setting?

Does working with children and parents make you smile?

Do you want to be part of a dynamic team that makes a difference in the lives of young children and families in Ottawa?

If you want to start your journey and join a fun, supportive and dynamic team who work together to help children grow and thrive, then we want to hear from you!



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This is a great opportunity to work with a supportive team who is dedicated to helping you build a new role with Mothercraft Ottawa!

The Early Childhood Educator, under the direction of the Program Manager and in conjunction with the Lead Educator, 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).

The Early Childhood Educator models our program to other Early Childhood Educators, Educators and other classroom staff, post-secondary students and volunteers and acts as a resource to parents. They also provide support and guidance when dealing with behaviour issues.

In addition to teaching, the Early Childhood Educator is responsible in assisting the Lead Educators and Educators in providing diverse basic care needs including supplying proper nutrition and performing cleaning duties.

**If you want an opportunity to be the new ECE and join our team in our Waterbridge location** (75 Waterbridge Drive), email your resume and cover letter to: [teresa.lacroix@mothercraft.com](mailto:teresa.lacroix@mothercraft.com) by April 05, 2023.

This position is 31.5 hours per week, Monday to Wednesday – 12:00 Noon to 5:45 PM, and Thursday/Friday 9:45 AM to 5:45 PM. This position qualifies for our competitive vacation leave, group health benefits and health care spending account as per Mothercraft policies.

## Our Values

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

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

## **QUALIFICATIONS:**

- Registered Early Childhood Educator in good standing with the CECE or degree from a recognized College or University, or a provincially recognized equivalent
- Experience in a group childcare program; previous experience working with preschool aged children will be considered an asset
- Extensive 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
- High level of integrity and work ethic
- Expected that staff will engage in continuous professional learning opportunities to keep informative of the latest research on adult education, child development, play and inquiry-based pedagogy and other relevant topics
- Must be able to work flexible hours
- Experience and proven ability in working with adults and the public
- Demonstrated time management skills
- Valid City of Ottawa Food Handlers Certificate is an asset

## **EXAMPLE OF JOB DUTIES:**

- Establishes and implements the program statement in partnership with the Program Manager and Lead Educator
- Supports the program team in the implementation and documentation of the program statement, follows up appropriately if non-compliance is observed
- Acts as an appropriate role model
- Orients, trains and mentors program staff
- Participates in the supervision and training of students, volunteers and substitute staff
- Monitors the health and safety of the program, children and staff
- Maintains accurate records
- Designs necessary documentation and forms for the program as necessary in consultation with the Program Manager
- Recognizes and responds to the needs of the group and the individual
- Proficiently finds appropriate ways to deal with challenging behaviour and situations, and guide towards a suitable outcome
- Uses appropriate teaching techniques to maintain those suitable behaviour limits
- Recognizes, respects and responds to diversity within the program
- Runs program errands as required to purchase program supplies and equipment within the established budget
- Serves nutritious snacks to the children using proper food handling techniques
- Ensures positive communication with families through regular verbal and written contact regarding the program and the children
- Assists the program team with their responsibility to remain current and knowledgeable within the Early Childhood Education sector
- Makes recommendations for in-service training and professional development opportunities to team members and to Management
- Maintains play environments, kitchen and storage areas in organized clutter-free and sanitary condition
- Assists with laundry, toy/equipment disinfecting

- Attends meetings and training as required
- Interacts, collaborates and consults effectively with other programs within the organization
- Functions effectively as a team member
- Maintains an awareness of available internal and external community resources
- 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
- Ensures compliance with the CCEYA, provincial regulations and agency policies, procedures and best practices.
- Performs other reasonable duties that may be assigned

## **SALARY AND BENEFITS:**

**Salary:** \$22.92/hour

Vacation starting at 3 weeks, plus comprehensive group health benefits and Health Care Spending Account as per our policy manual

Access to ongoing Professional Development, including an annual agency-wide PD day (agency closes). Programs closure for the days between Christmas and New Years.

**Start Date:** May 22, 2023, or as soon as possible thereafter

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

**COVID-19 considerations:** All candidates must be fully vaccinated for Covid. All current Ottawa Public Health recommended Covid protocols are in place.

**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.*