

Mothercraft Ottawa is seeking New Permanent Part-Time Educators for our Elmdale & Waterbridge Locations!

Are you looking to work part-time?

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!



The 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 Educator models our program to 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 Educator is responsible in assisting the Lead Educators and Early Childhood Educators in providing diverse basic care needs including supplying proper nutrition and performing cleaning duties.

If you want an opportunity to be our new Educator and join our team in our Elmdale location (49 Iona Street, Elmdale P.S.) or Waterbridge location (75 Waterbridge Drive, Farley Mowat P.S.), email your resume and cover letter quoting Posting MC24009 to: teresa.lacroix@mothercraft.com.

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.

OUR PROGRAMS: HELPING FAMILIES GROW AND THRIVE

Mothercraft Ottawa is a non-profit multifaceted family support agency offering a wide array of programs for families from pregnancy to school age. Mothercraft has been supporting and meeting the needs of families and care providers in our community since 1944.

We offer early learning programs and services that support early childhood development; and full-time, part-time and casual, licensed childcare programs for children aged 6 weeks to 12 years. Mothercraft Ottawa's childcare programs are provided in a centre, in a school or in a caregiver's home and are available throughout the year.

We offer a comprehensive range of support services for parents, including prenatal classes, birth companion support, drop-in play groups and parenting workshops. As an EarlyON Child and Family Centre we offer programs and workshops that support parents and caregivers in all aspects of early child development. Note all our programs are offered in both English and French.

COMPETENCIES:

- Strong knowledge of child development
- Strong organizational, interpersonal and communication skills
- Problem solver and proactive thinker
- Effective time-management and multi-tasker
- Ability to work both independently and in a team environment.
- Experience with special needs children will be considered an asset.

JOB DUTIES:

- Establishes and implements the program statement in partnership with the Program Manager, Lead Educator and Early Childhood Educators.
- 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.
- 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.

JOB REQUIREMENTS:

- Experience in a group childcare program.
- 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.
- High level of integrity and work ethic.
- 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 Certification is an asset.

WORK CONDITIONS:

- Working in different environments with frequent interruptions including a busy classroom environment, outdoors and various community sites.
- Extended periods of standing.
- Ability to work within a child-friendly environment, including on the floor, working at child-size furniture, or play structures.
- Lifting and carrying moderately heavy items (up to 50lbs).
- Extensive lifting, bending and stretching.
- Ability to communicate effectively to parents from diverse backgrounds by phone, email and in person.
- Interaction with employees, management, and the public at large.
- Occasional overtime.
- Exposure to infectious waste or illnesses.

SALARY AND BENEFITS:

Salary: \$22.92 per hour with increases as per our compensation policy + WEG

This position qualifies for our competitive vacation leave (starting at 3 weeks) and sick leave, access to Employee & Family Assistance Program (EFAP) and Telus Health as per Mothercraft Policies.

In order to be eligible for group health & dental benefits as per Mothercraft policies, employees must be scheduled for 20.0+ hours.

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

HOURS OF WORK:

We will be hiring for multiple positions at our Elmdale (49 Iona Street, Ottawa - Elmdale Public School) and Waterbridge (75 Waterbridge Drive, Nepean - Farley Mowat Public School) locations:

Elmdale Location:

- 5.5 hour split shift: 7:15am-9:15 am and 2:30pm-6:00pm Monday to Friday, and 7.5 hours per day on all school PD days, winter break, March Break, and summer; **OR**
- 3.5 hour afternoon shift: 2:30-6:00 pm Monday to Friday, and 7.5 hours per day on all school PD days, winter break, March Break and summer.

Waterbridge Location:

- 5.5 hour split shift: 6:45am-8:45 am and 2:15pm-5:45pm Monday to Friday, and 7.5 hours per day on all school PD days, winter break, March Break, and summer; **OR**
- 3.5 hour afternoon shift: 2:15-5:45 pm Monday to Friday, and 7.5 hours per day on all school PD days, winter break, March Break and summer.

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

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.