



Group Care Programs Assistant - Evered

Reports to: Program Manager, Evered

Job Summary

The Group Care Programs Assistant for our Evered location, under the direction of the Program Manager, is primarily responsible to provide program and administrative support to the Group Care Programs team. This position is responsible to promote our programs by providing information and booking tours in consultation with the Program Manager, maintaining enrolment in the Group Care Programs in accordance with licensing standards and Mothercraft Ottawa's Policies and Procedures. The Group Care Programs Assistant must have the ability to adapt to new technology and to deal with people sensitively, tactfully, diplomatically, and professionally at all times.

Job Duties

- Maintains enrolment for the Evered location group childcare programs
- Maintains accurate and up-to date files for children
- Receives incoming calls, telephone and email messages for the Group Care Programs
- Ensures all duties are performed in compliance with the *Child Care and Early Years Act*, Mothercraft Ottawa Policies and Procedures, and other applicable legislation
- Refer and/or redirect calls, emails, or visitors as required
- Participates on Child Care related community committees as required
- Assists in booking of casual employees as needed
- Performs other reasonable duties that may be assigned

Job Requirements

- College education with administrative experience, or equivalent work experience
- Excellent computer skills (Microsoft 365)
- Ability to communicate effectively with parents and the general public from diverse backgrounds by phone, email and in person
- Problem solver and pro-active thinker
- Effective time-manager and multi-tasker
- Strong organizational, interpersonal and communication skills
- Ability to process information accurately and to perform a variety of administrative duties
- Valid First Aid and CPR Level C certification, including infant and child
- Satisfactory vulnerable records check
- Ability to work occasional overtime, as required
- Experience working in group childcare an asset
- Second language is an asset



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Benefits and Pay

- Permanent full-time position
- 37.5 hours per week
- \$20.29 - \$22.43/hour
- Comprehensive benefits plan after 90 days
- Casual dress
- Dental care
- Employee Assistance Program
- Extended Health care
- Life Insurance
- Paid Time Off
- Vision Care
- Wellness Program