



Family and Children's
Services Niagara

Les Services à la famille
et à l'enfance de Niagara

For more than a century, Family and Children's Services Niagara, the local Children's Aid Society, has provided vital child welfare, family/community support, counselling, foster care and adoption services to residents in the Niagara Region.

Daycare Early Childhood Educator

[Up to six (6) month contract]

Under the direction of the Daycare Coordinator, the Daycare ECE is responsible for planning and implementing an age appropriate curriculum for the early childhood program which is conducive to quality care and education, and which addresses emotional, physical, cognitive and social development of children from 18 months to 12 years of age.

Key Duties:

- Plan and implement developmentally appropriate educational programs for children including:
 - arranging equipment for various indoor and outdoor activities
 - cleaning toys, equipment and cupboards as required
 - assisting in moving and storing equipment according to the requirements of the location
 - preparing and attending parent/teacher activities.
- Maintain a safe, nurturing environment (in all areas of the program) that is conducive to child development: playroom, washroom, cloakroom, lunchroom and sleep room.
- Carry out daily routines such as:
 - toileting, preparing and serving snacks and lunches for all children
 - directing children to assist in maintaining the general tidiness of the playroom
 - Record keeping including daily attendance and health incident forms for children in his/her care as needed.
- Screen all children using the Diagnostic Preschool Screen to assist in identifying children with special needs.
- Recognize unusual behaviour in children and anticipate problem situations in order to take preventative or remedial action. This involves using the Early Childhood Environment Rating Scale (Preschool and/or Toddler), Speech and Language Checklist and Behaviour Checklist. Up to date practices with QCCN
- Report suspicion of child abuse to the FACS Niagara's Child Welfare service.
- Ensure adequate sanitary and housekeeping standards are maintained including
 - vacuuming
 - loading or unloading the dishwasher
 - other housekeeping duties as needed
 - complete visual health and safety inspections on a regular basis.
- Open (unlock) and close (lock) the premises as required. Keeps exits clear and free of snow or play equipment as necessary.
- Perform office duties such as answering the phones and checking the daily log, to ensure high quality of service for families. Document messages and record parent's inquiries.
- Remain at the site after 6:00 p.m. if a parent fails to pick up a child by closing time.
- Provide leadership on a day-to-day basis to other staff, volunteers, students and parents
- Perform other related duties as assigned

Qualifications:

- Diploma in Early Childhood Education or the equivalency as approved by the Ministry of Education
- Valid Registration with College of Early Childhood Educators
- Minimum 1 year previous experience working in daycare setting required
- Valid standard First Aid Certificate and CPR Certificate.
- Valid G Driver's License and access to a reliable motor vehicle with appropriate liability insurance required.

*Please apply with your cover letter and resume by June 21, 2019 to:
E-mail: humanresources@facsniagara.on.ca*

Please include your salary expectations.

We thank all applicants however only those considered for an interview will be contacted.

Preference will be given to candidates who are bilingual in French and English.

Family and Children's Services Niagara is an equal opportunity employer committed to inclusive barrier free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Department to ensure your accessibility needs are accommodated through this process.