



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]

The ECE plans and develops the Interactive Playgroup Program for parents, caregivers and children who attend the EarlyON Centre, including the development of new and innovative programming as per the identified needs of the program participants. The ECE is responsible for assisting in the development of and facilitation of the highly interactive Grow & Learn Together adult/child education series. The ECE may be the EarlyON's first contact with the community. They will greet visitors/participants, book program participants for Workshops and the Grow & Learn Together program, as well as receive telephone calls and provide program information to parents, caregivers and related service providers as required.

Key Duties:

- To develop, plan for and facilitate the Interactive Playgroup parent/caregiver education program (taking into consideration the variety of needs and interests of program participants as well as the ages and stages of development of children newborn to 6 years of age), at a minimum of 2 site locations - plan and facilitate a variety of interactive, educational activities that promote healthy child development, literacy skills and positive parenting skills at a minimum of 2 site locations
- To assume some of the responsibilities of the Program Coordinator and Lead ECE as directed
- To function as an effective role model for parents, caregivers, young children, coworkers, volunteers and students
- To supervise and re-direct parents, caregivers and children involved in the program
- To assist in the supervision of students and para-professionals involved in the program
- Take responsibility to ensure the safety and welfare of all participants of the program
- Maintain a positive working relationship with all community partners/agencies and other key individuals
- To keep the Program Coordinator informed of situations which may have significant implications for the children, the adults, the program and the Society.
- To be responsible for opening and securing the Centre as required
- To assist in preparing nutritious snacks for the children
- To assist in keeping the Daily Log, Monthly Sign-In Log and Workshop Attendance Sheets up-dated and complete for monthly stat collection
- Receive and direct parents, caregivers and their children (all those attending the centre) as well as lead centre tours as required
- Set up and maintain program files and/or records in regards to all interactive activities etc. planned and facilitated
- Assist in the planning and implementation of parent/caregiver training and workshops
- Actively uphold the principles identified in the Society's Code of Ethics
- Perform any other duties as assigned by the EarlyON Program Coordinator and the Lead ECE

Qualifications:

- A Diploma in Early Childhood Education
- A minimum of three years experience working in a Family Supports program
- Experience in dealing directly with parents, caregivers and children (0-6 years)
- Experience in assisting in the planning and facilitation of parent/caregiver educational workshops
- Knowledge and understanding of the support services available to parents and caregivers within the Niagara community
- A valid First Aid 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@facsnigara.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.