



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 Support Worker**

(Up to one year contract, working up to 24 hours per week)

Reporting to the Daycare Team Lead, the Daycare Support Worker assists the Daycare Program staff in implementing the daily activities at the assigned childcare centre, and provides opportunities for child growth and development while maintaining a safe environment.

### **Main Duties and Responsibilities:**

#### **Program Support**

- Maintains a safe, nurturing environment, conducive to child development in all areas of the program, including the playroom, washroom, cloakroom, lunchroom, sleep room and during outdoor play.
- Assist with implementing developmentally appropriate educational programs for children including:
  - Assisting with the arranging playroom 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.
  - Assisting with and attending parent/teacher activities.
- Carries out daily routines such as toileting, preparing and serving snacks and lunches for all children and directs children in the general tidiness of the playroom and housekeeping in all areas.
- Recognizes unusual behaviour in children and anticipates problem situations to take preventative and remedial action under the guidance of ECE staff.
- Reports child protection concerns to Family and Children's Services Niagara.
- Ensures adequate sanitary and housekeeping standards are maintained and performs vacuuming, loading or unloading the dishwasher and other housekeeping duties.
- Completes visual health and safety inspections on a regular basis.
- Records attendance daily and completes health incident forms for children in their care as needed.
- Informs the Day Care Team Lead of situations which affect the efficient operation of the program or have implications for the Agency.

#### **Other Related Activities**

- Knows and adheres to all applicable FACS policies, procedures, and relevant administrative practices.
- Strives to exceed all accountabilities and achieve continuous quality improvement and excellence in all activities and outcomes.
- Ensures own expenditures adhere to FACS policies.
- Participates in mandatory learning/education to maintain and update skills and knowledge as required.

- Assists in the training and orientation of peers, acts as mentor and role model to students/volunteers from education facilities and volunteer agencies.
- Works in compliance with the provisions of the Occupational Health and Safety Act of Ontario and the regulations.
- Performs office duties such as answering the phones and checking the daily log to ensure high quality of service for families, documents messages and records parent's inquiries.
- Opens (unlocks) and closes (locks) the premises as required; keeping exits free of snow or other play equipment as necessary.
- Performs other duties as required.

**Qualifications:**

- Minimum high school diploma.
- Minimum of 2 years' experience working in a Child Care Program.
- Experience working directly with parents, caregivers, and children (0-12 years).
- Solid knowledge of early childhood development and skilled in developing age-appropriate quality early learning activities and programs.
- Solid knowledge and awareness of the support services available to parents and caregivers within the Niagara community.
- Valid standard First Aid and CPR Certificate.
- Valid G Driver's License and access to a reliable motor vehicle with appropriate liability insurance.

*Please apply with your cover letter and resume by **May 3, 2021** to:*

**E-mail: [humanresources@facsniaagara.on.ca](mailto:humanresources@facsniaagara.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.*

***We welcome applications from racialized groups, First Nation Inuit or Métis persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process in accordance with the Ontario Human Rights Code. Please advise the Human Resources Department to ensure your accessibility needs are accommodated through this process.***