



Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

Child Care Support Worker – Bannerman OSC

Early Learning Division

Job Purpose

The Child Care Worker, in conjunction with the Team Leader and Program Supervisor, is responsible for the care of children within the centre. The primary goal of this position is to provide a quality environment for the children in care, which includes the social, physical, emotional, intellectual, and creative needs of the children in an environment that fosters the positive growth and development of these children individually and within a group setting.

Duties and Responsibilities

Administration

- To implement the policies and procedures established by E4C, ensuring all operations are within the philosophical guidelines of the Centre and ensuring compliance with the Province of Alberta
- To perform some clerical and administrative duties as instructed by the Team Leader and Program Supervisor, namely, updating children's files, completing staff/child hours/attendance sheets, documenting behaviours and incidents, etc.
- To demonstrate a high standard of professional ethics and maturity at all times

Programming Planning

- Based on sound knowledge of children's growth and development; creates both a relaxed and stimulating environment for the children. Assumes a supervisory role with children implementing activities and experiences which provide creative and satisfying play experiences for the children
- Ensures that daily cleaning and housekeeping functions are carried out
- Report any unsafe equipment to the Team Leader and/ or Program Supervisor
- To maintain general order, physical organization of materials, equipment and supplies
- Ensures that rules are enforced in a positive manner to support a healthy self-concept of each child
- Discuss with the Team Leader and/or Program Supervisor any concerns
- regarding the children, volunteers, other staff or parents
- Any other duties as assigned by the Team Leader and/or Program Supervisor

Professional Responsibility & Relationships

- Deals openly with parents, exchanges information about their children, interprets the daily program for them, create friendly supportive relationships
- Work as a team member with other staff and volunteers to ensure harmonious relationships and positive work environment
- Ensure that concerns are brought to the attention of the Team Leader and/or Program Supervisor
- Participate in debriefs and follow-ups to critical incidents and/or crisis situations in conjunction with Program Supervisor

Maintain positive relations between the Centre and school and Centre and community

Qualifications

- Child Development Assistant
- An individual showing initiative to take courses and continue her/his education by working towards a diploma in Early Learning and Care, Child & Youth Care, or Special Needs Assistant.
- Clear Security Clearance Check and Child and Youth Intervention Check
- Current First Aid and Infant/Child CPR
- Safe Food Handling Course preferable

Working Conditions

This position is permanent part time regular shifts during regular weekday centre hours 7:00 am – 6:00 pm (I.e. 7:00am-9:00am & 3:00pm-6:00pm). Some evening and weekends

This position can be a split shift for one (1) person OR a split shift for two (2) people.

Salary Scale

Starting: Depending on experience

Please submit your résumé to:

E-mail: kphelan@e4calberta.org

Fax: 780.457.8090

We thank all applicants for their interest, however, only those selected for an interview will be contacted.