



Changing Lives • Growing Community

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 - NECP**

*Early Learning Division*

#### **Job Purpose**

The role of the Child Care Support Worker is to support the Outreach worker in the development and implementation of the program. Together the team will facilitate skill-learning based activities to enhance the child's self-esteem, self-worth and self-concept.

#### **Duties and Responsibilities**

##### **Program/Community Development**

- Assist in the implementation of the workshops.
- Research new techniques, games and activities that can apply to the workshop.
- Support the expansion of programming into the community.

##### **Program Delivery**

- Organize all support and program supplies needed prior to workshops including snack.
- Responsible for the set-up, delivery and clean-up at workshop school.
- Assist in leading each workshop with planned activities in a safe and respectful manner to both the children and to the school.

##### **Program Assistance**

- Tidy and organize NECP supply area.
- Other duties may be assigned as needed

#### **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
- Great communication skills.
- Experience working with children age 7-12.
- Knowledge of children from at-risk background.
- Clear Security Clearance Check and Children and Youth Intervention Record Check.
- Current First Aide and CPR.

## **Working Conditions**

Employee will be required to work a regular schedule hours on Monday, Tuesday and Wednesday from 2:30pm – 5:30pm

On occasion, you may be required to work on a week-end and it is expected that you modify your schedule accordingly. Employee will be working both inside and outside in a variety of locations.

## **Salary Scale**

Starting: Support I \$12.98/hr

Please submit your résumé to:

E-mail: [hr@e4calberta.org](mailto:hr@e4calberta.org)

Fax: 780.425.5911

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