



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.

### **Key Worker – Clareview Head Start**

*Early Learning*

#### **Job Purpose**

The Key workers primary role is the delivery of developmentally appropriate programming for children with special needs. The Key Worker will work as part of a larger team, under the direction of the Classroom Supervisor and the teacher, in the planning and implementation of developmentally appropriate, play-based programming for the children in the classroom.

#### **Duties and Responsibilities**

##### **Classroom Role**

- Maintain ongoing interaction with children during classroom activities on an individual, small group and large group basis.
- Monitor equipment and room to ensure that safety protocols are being followed for optimum protection of participants.
- Conduct “Family Oriented Programming Sessions” with families of Alberta Education funded children under direction of the teacher.
- Work collaboratively with community resources and partnerships such as CASA and Capital Health.
- Model Best Practices for Early Childhood students, parent volunteers and others.
- Use problem-solving strategies appropriate to addressing conflict in a safe, productive and supportive manner.
- Other duties may be assigned as needed.

##### **Program Planning**

- Participate in program planning that focuses on the children's total development.
- Work collaboratively with teacher, SLP, OT and behavioral consultant for children funded by Alberta Education. This includes participation in scheduled sessions with SLP, OT, CASA etc to ensure that progress on child's goals is linked between those sessions, classroom programming and the child's home.
- Debrief and follow-up to critical incidents and/or crisis situations in conjunction with supervisor.
- Other duties may be assigned as needed.

### **Administrative**

- Maintain current records of Family Oriented Programming Sessions/ Educational Visits in HOMES database.
- Maintain records and reports in order to meet program standards i.e. attendance, disclosures, Individual Learning Plans, classroom files and so forth.
- Participate in program related assessments, evaluations and reports to effectively deliver and evaluate the program.
- Participate in monthly program team meetings and provide feedback and input as appropriate.
- Other duties may be assigned as needed.

### **Qualifications**

- ECE Diploma. Equivalencies in education and experience may be considered.
- Experience working with children with developmental delays i.e. cognitive disabilities, speech and language delays, behavioral concerns etc.
- Current Child Care First Aid certification.
- Strong knowledge of developmentally appropriate practice.
- Ages and Stages Questionnaire training an asset (ASQ).
- Clear Security Clearance and Child and Youth Intervention Record Check.

### **Working Conditions**

This position is a permanent full time position during regular weekday business hours. On occasion, you may be required to work in the evenings and/or on weekends and it is expected that you modify your schedule accordingly.

### **Salary Scale**

Starting: \$14.88/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.