

Name of Position: Child Care Worker

Full-time

QUALIFICATIONS

Child Care Supervisor – Level III, 2 year diploma in Early Learning & Care or equivalent

Child Care Worker - Level II, 1 year certificate in Early Learning & care or equivalent

Child Care Assistant – Level 1, Orientation Qualification Certificate (Orientation Course)

PRIMARY JOB FUNCTION

Ensuring the safety of children in our care is always our primary responsibility. The Day Care Worker will work as a member of a team to provide a quality day care experience for the children and their families based on current child development theories and best practices and the centre's policies and procedures.

RESPONSIBILITIES WITH THE CHILDREN

Primary function: To work as an effective team member in the planning, implementation, and evaluation of a stimulating, nurturing and safe environment that enhances the total development of each child.

1. Build and maintain positive relationships with children and adults based on openness, genuine caring and trust.
2. Interact with the children in ways that promotes self-confidence, language skills, curiosity and a desire to learn.
3. Select and arrange appropriate and safe materials and equipment in an environment that fosters growth and learning of developmentally appropriate concepts and skills.
4. Plan, implement and evaluate daily experiences based on the individual developmental needs and interests of the children.
5. Plan scheduled daily opportunities for outdoor play in a safe, stimulating and developmentally appropriate environment.
6. Carry out physical routines to meet the needs of each child. These opportunities are used to enhance develop relationships with the children and promote the child's development.
7. Use appropriate methods to observe and guide each child's behaviour based on the centre's Child Guidance Policy.
8. Complete all necessary forms (i.e. time sheets, accident and incident record) accurately in a timely fashion.

RESPONSIBILITIES WITH FAMILIES

Primary function: To form positive relationships and maintain open communication to support families in their child rearing roles.

1. Display a non-judgemental attitude towards a variety of parenting and/or lifestyles, attitudes and values.
2. Be warm and welcoming towards the parents and any other family members.
3. Communicate daily with families about their child's day.
4. Maintain records on each child and to share this information with the parent(s) when appropriate.
5. When appropriate, refer families to the Director or Assistant Director when information and support is required to help parents locate resources.
6. Provide a positive role model of child-adult interaction.

HEALTH & SAFETY

1. Carry out appropriate health, safety and hygiene practices based on the centre's policies and procedures.
2. Ensure the building, play areas, toys, materials and furnishings have been regularly inspected (and noted on a checklist) to ensure they are safe, in good repair and hygienically maintained.
3. Stay current with research and emerging best practices in health and safety as recommended by licensing and health authorities.
4. Respond to accidents and emergencies in a calm, knowledgeable way following the centre's emergency policies and procedures.

PROFESSIONALISM AND PROFESSIONAL DEVELOPMENT

1. To maintain confidentiality at all times.
2. Be knowledgeable of and carry out the standards in the Child Care Regulations Manual and the Alberta Child Care Accreditation Program.
3. Attend and participate in staff meetings.
4. Be familiar with and implement the policies and practices of Anne's Kinder Kastle.
5. Maintain current first aid certification and police security clearance check.

OTHER RELATED DUTIES:

1. Assist with and attend (where possible) family functions that involve the Centre (i.e. Christmas party, Open House, Parent Meetings etc.

HOW TO APPLY:

Send resume by email: anneskinderkastle@hotmail.com

Send resume by fax: 780-488-3330

Call: 780-488-3336

Apply in person: 7909-82 ave NW Edmonton, AB

CLOSING DATE: April 30, 2019