

Job Title: Child Care Worker

Position Reports To: Program Coordinator

Date Prepared: May 2024

ROLE

The Child Care Worker will create a warm, nurturing and safe environment. Child Care workers will develop and implement age-appropriate, quality programs that support children's optimal well-being. The Child Care Worker will guide and assist children with growing friendships, decision-making, leadership, ability to take personal responsibility for their behaviour. The Child Care Worker will also model self-respect, love, and care for self and others. Awareness and fulfillment of all the safety and supervision requirements set by Alberta Child Care Licensing regulation is a requirement.

The position requires availability to work a split shift :

- Shift 1: 6:30 a.m. - 8:30 a.m. (On-site)
- Shift 2: 3:00 p.m. - 6 p.m. (On site)

GENERAL RESPONSIBILITIES

Responsibilities may include but will not be limited to the following:

Program:

- Understanding of and ability to carry out legislative requirements as determined by Alberta Child Care Licensing with safety as a number one priority.
- Understand and comply with HCESC policies and procedures.
- Maintain accurate children's attendance records and be aware of the number of children in a group at any point in time.
- Inspect play space and equipment as a part of daily routine.
- Create and maintain a developmentally appropriate learning environment for children 5 – 12 years of age.
- Ensure high-quality care that reflects HCESC's philosophy and strives to meet the needs of all children, utilizing clear and concise routines and rules.
- Design, plan, and prepare interesting and imaginative child-centred activities that meet individual and group needs.
- Provide monthly shopping lists for program planning when needed.

- Regularly use community resources to enhance programming and children's development.
- Carry portable children's records while being away from the primary play space and in the event of other off-site activities or emergency evacuations.
- Ensure that all medication, including emergency medication, is stored in a locked container away from children's reach.
- Follow the Indoor and Outdoor checklist daily (safety, hygiene, cleaning).
- Be on time for your shift, correctly sign in/out, and follow proper procedures for time off/leave requests.
- Set personal/program goals and fulfill them according to performance reviews and regular feedback.
- Participate in team meetings and team-building events.
- Families and children:
 - Regularly communicate and act as a resource for families.
 - Continue professional development with at least one course/workshop per year.
 - Practice teamwork and respect for all children, coworkers and families.
 - Orient new children to the program and encourage friendships.
 - Role-model socially acceptable problem-solving steps and encourage support of one another.
 - Ensure the safety and well-being of each child.
 - Clearly communicate the philosophy of the program to families.
 - Create an environment where families feel welcomed and have opportunities to be involved.

QUALIFICATIONS

Education and Requirements:

- Level 1 - 3 Certificate, or Early Learning and Child Care Diploma/Certificate or equivalent.
- If no level is available, the successful candidate must be willing to obtain Level one certification within the first year of employment.
- Valid Standard First Aid Certificate (CPR) or must be willing to obtain within 3 months from the date of commencement with the program.
- A Satisfactory Police Information Check, including a Vulnerable Sector Search, must be provided within 8 weeks of the program's commencement.
- Agrees to and adheres without reservation to the HCESC Statement of Faith.
- Commitment to HCESC's vision, mission and values.

Experience and Skills:

- Strong interpersonal and communication skills.
- Ability to work independently, as well as in a team.
- Strong organizational ability, with flexibility and the ability to quickly adapt.
- Ability to work with a wide range of ages and individual demographics.
- Ability to observe and assess students and apply appropriate behavior-management techniques.

Working Conditions

- Noisy, high-energy environment.
- Requires some heavy lifting and physical labour.
- Walking (good mobility required).
- Unknown risks may be present during events that occur on the school premises.

Applications accepted by email:

Please submit your resume to careers@hcacalgary.com