

*The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House*

**JOB OPPORTUNITY**

**Job# TNG2024-23**

<b>POSITION TITLE:</b> ECA - Winchester	
<b>DEPARTMENT:</b> Childcare	<b>STATUS:</b> Contract Full-time, CUPE 7797
<b># HRS / WEEK:</b> 32.5 (Split Shift)	<b>CONTRACT DATE:</b> ASAP until August 30, 2024 or the return of the incumbent
<b>REPORT TO:</b> Manager, Winchester Childcare Centre	<b>HOURLY RATE:</b> \$23.84
<b>EXTERNAL CLOSING DATE:</b> Posted until filled	

**GENERAL DESCRIPTION:** Assist the Early Childhood Educator to plan and implement the program created for the children and provide a safe and healthy environment in accordance with the Child Care and Early Years Act (CCEYA), working as part of a team with support staff, and within the program as a whole. This position reports to Manager, Winchester Childcare Centre and is part of **CUPE Local 7797**.

**MAJOR DUTIES:**

- Working under the supervision of the ECE and Manager.
- Assist with planning and implementing stimulating, creative and varied program plans, based on children's needs, and sensitive to the diverse ethno cultural backgrounds of the children, utilizing community resources.
- Assist the ECE in supervising the children in free play and guide them in their physical, social, cognitive and emotional development in accordance with the program statement and policies of the Daycare. Supervise the children when the ECE is out of the room.
- Observe and record child's development and behavior in collaboration with the ECE.
- Work with the children as a group, while remaining aware of each individual child's needs.
- Work in conjunction with other professionals and agencies that may be called in to help children with special needs in collaboration with the ECE.
- Maintain a safe playground environment, ensuring all areas are well monitored.
- Knowledge of all policies pertaining to the Daycare. Ensure understanding of procedures regarding accidents, fire, emergencies, child abuse and serious occurrences.
- Knowledge of CCEYA.
- Ensure consistent, appropriate and effective behavior guidance is used.
- Work cooperatively as a team member with colleagues.
- Maintain confidentiality.
- Keep Supervisor advised of any pertinent information regarding children, parents or staff.
- Communicate updates and pertinent information from parents to colleagues.
- Attend staff, general, and parent education meetings; workshops and other meetings in the field of E.C.E.
- Maintain professional development by attending courses, workshops, etc.
- Give support to parents when necessary; provide on-going parent education and information exchange.
- Contribute to parent newsletter and bulletin boards.

**REQUIREMENTS & QUALIFICATIONS:**

- ECA certification in a recognized institution or minimum of 1-year experience in an ECE educational program in a recognized institution or equivalent relevant child care experience.
- Previous experience working with infants to school age children.
- Sensitivity and experience working with people of diverse communities such as varied racial, cultural, and socio-economic groups.
- Proven interpersonal skills and the ability to work cooperatively within a team environment.
- Excellent program planning, initiative, judgment, problem solving and organizational skills.
- Strong communication skills. Written and oral. Ability to speak a second language is an asset.
- Broad understanding of current childcare issues, particularly children living in varied socioeconomic groups and those with special needs.
- Knowledge of emergent curriculum.

**To apply, submit your resume with "TNG2024-23" in the subject line of your email to: [careers@tngcs.org](mailto:careers@tngcs.org)**

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement