TNG Community Services | CENTRAL NEIGHBOURHOOD HOUSE NEIGHBOURHOOD LINK ST. STEPHEN'S COMMUNITY HOUSE

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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# TNG2026-165

POSITION TITLE: ECA - Downsview	
DEPARTMENT: Childcare	**STATUS:** Regular Part-Time, CUPE 7797
# HRS / WEEK: 15	**CONTRACT DATE:** N/A
REPORT TO: Manager, Downsview Childcare Centre	**HOURLY RATE:** $27.97
EXTERNAL POSTING DATE: posted until filled	

GENERAL DESCRIPTION: Assist in the planning, implementation and evaluation of an age appropriate program to enhance the children's cognitive, physical, social and emotional development in accordance with the Child Care and Early Years Act, How Does Learning Happen Pedagogy, AQI and all other governing agencies. This position reports to the Manager, Downsview Childcare Centre and is part of **CUPE Local 7797**.

MAJOR DUTIES:

- Assist the ECE in planning and implementing programs that are engaging, stimulating and appropriate for the age group by following the Early Learning for Every Child Today (ELECT) framework and be based on the interests of the children. Program must meet the physical, cognitive, intellectual and emotional needs of the children.
- Ensure that the program equipment such as toys, tools used in learning activities are safe and cleaned as per Public Health, CCEYA & Children's Services AQI guidelines and protocols. Inform ECE staff whenever areas of concern are detected.
- Assist the ECE in the weekly program planning process by contributing ideas and suggestions and assist in the setting and tidying up of different learning activities provided for the children that fosters learning and cooperation
- Assist in maintaining the safety and general well-being of the children at all times by conducting daily health checks, recording attendance and illnesses, and documenting accidents. Informing the ECE of any concerns pertaining to the well- being of the children.
- Administer first aid as required
- Assist children in washroom routines, diapering, dressing
- Participate in observing children's progress and behaviour.
- Update parents and designated caregivers on matters regarding the children's health, behaviour, new and emerging interests, etc., while maintaining strict confidentiality.
- Ensure positive communication with parents and co-workers.
- Move and lift equipment such as tables, chairs, sensory toys, and carpets
- Helps distribute nourishment to all children; ensures any special dietary or health requirements are met

REQUIREMENTS & QUALIFICATIONS:

- High School Diploma
- One-year experience working in licenced child care environment
- Valid Standard First Aid & CPR training certification an asset
- Fundamental knowledge of the Toronto Public Health requirements, Early Learning and Care Assessment for Quality Improvement (AQI), Early Learning for Every Child Today (ELECT) framework and How Does Learning Happen document
- Good interpersonal communication skills.
- Demonstrated ability to assist in emergencies, crisis or hostile behaviour.
- Self-directed, with proven commitment to contribute to the team's work.
- Ability to carry/lift/move moderately heavy items and children; work with chemical cleaning solutions & stand for long periods of time
- Demonstrated interest and engagement in cultural diversity of children
- Clear Vulnerable Sector Check
- Up to date immunizations as per Public Health
- Punctuality, professionalism and diligence are a must
- Ability to speak a second language is an asset.

To apply, submit your resume with "TNG2026-165" in the subject line of your email to: 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. This posting is for an existing vacancy.