



JOB DESCRIPTION

TITLE: Assistant Care Provider, Ashurst Children's Centre

SUMMARY: Under the direct supervision of the Daycare Manager and the Lead Early Childhood Educator. The incumbent will promote the social, emotional, physical and cognitive health of children by initiating a positive, non-judgmental environment where all children and their families are welcomed. The programs and activities will be comprehensive, caring and focused on child development that meets the individual needs of each child.

Participating in a team, that is actively engaged in contributing and accomplishing the mission, vision and values of the Society in supporting families, children and individuals, is an important part of the Early Childhood Educator's responsibilities.

Employees and volunteers of LDFES – The Link are expected to help maintain the organization's positive culture. Therefore, a key aspect for this position is working cooperatively and collaboratively with the Board of Directors, the Admin Team and a variety of individuals in a caring, approachable, non-judgemental manner that encourages others to feel comfortable and respected.

RESPONSIBILITIES:

- Planning, implementing and evaluating the children's program in all curriculum areas in accordance with goals, objectives and curriculum of the Centre
- Observing and recording children's behavior
- Supporting and extending children's learning
- Guide children's behaviours when needed
- Following a daily schedule
- Role modelling appropriate play and developmental activities to meet social, emotional, cognitive, physical and creative needs of the children
- Ensuring that the Manager or an Early Childhood Educator is informed of any information pertinent to the welfare of a child enrolled in the Centre as well as the overall operation of the Centre
- Participate in general maintenance of Centre: i.e., washing tables, chairs and shelves; washing children's sheets and blankets, cleaning and maintaining educational materials
- Other related duties as assigned by the Day Care Manager

SKILLS REQUIRED:

- Must be registered with B. C. Community Care Facilities Licensing Board
- Must either have or be taking ECE courses and/or be willing to take ECE courses
- Experience working in a licenced daycare setting is preferred
- An ability to deal with information and reports in a confidential and professional manner
- An ability to utilize interpersonal skills and operate as an effective member of a staff team
- Demonstrated understanding of First Nations child rearing philosophies and a recognition of differences in child rearing in a multicultural setting

SKILLS REQUIRED, continued:

- Previous experience providing daycare programs for children with special needs, especially those affected by FASD and/or trauma is strongly preferred
- Maintain professional development

SPECIAL CONDITIONS:

- Initial and on-going employment is subject to submission of a clear Criminal Record check and to provide any new charges within the 5-year period that a criminal record check is valid for
- Food Safe Certification (based on program needs, training will be provided if the incumbent is not certified)