



Immigrant and Refugee
Community Organization of Manitoba

Casual Child Care Assistant October 2017

Position Summary

Under the supervision of the Child Care Manager, sometimes with day-to-day supervision provided by the Early Childhood Educator (ECE2) on-site, the IRCOM Child Care Assistant (CCA) is a friendly and responsible person who cares about children.

The CCA believes that good quality child care can make a difference in how children grow and how families adapt well to Canada.

The CCA is committed to IRCOM's mission: To strive to empower newcomer families to integrate into the wider community through affordable transitional housing, programs and services.

The CCA will uphold IRCOM's core values of: integration, inclusion, social justice and empowerment and they will work in a way that is people-centered, holistic and partnership based.

Position Objective

The IRCOM Child Care Program provides on-site quality child care to children as their family members attend IRCOM programs at various sites.

The casual CCA is responsible on an on-call basis for working with team members to create an environment where children and their guardians feel safe, loved, cared for, welcome, supported, and included. Together, the casual CCA and the team create an environment that shows respect for all cultures and abilities.

Duties and Responsibilities

The Child Care Assistant is required to:

- Keep children healthy and safe by knowing how many children are in the room and watching them at all times, preparing a healthy snack, making sure toys are safe and in good condition, and teach proper hand washing to children.
- Work with team members to create a positive environment. Welcome children and families. Help fill out registrations and attendance.
- Provide activities for children aged 6 months ó 6 years and occasionally for children from age 6 months ó 12 years.
- Adhere to IRCOM's policies and procedures
- Set up and take down equipment and other items used in the program as needed
- Regular lifting and participating in physical activities
- May be required to attend regular Child Care Program meetings as well as IRCOM staff meetings
- Have effective and positive communication skills. Read communication book. Work well with other team member and bring questions or concerns to childcare manager or ECE on site.
- Light cleaning will be required
- Other duties as assigned

Qualifications

- See IRCOM's statement on working at IRCOM: <http://www.ircom.ca/aboutus/employmentopportunities/>
- Upon hiring, candidate must produce Valid Criminal Record Check, and clear Child Abuse Registry Check before being able to work with children.
- Ability to work with people from diverse cultural backgrounds effectively
- Strong communication skills in English (written and oral)
- Sensitivity to the needs and concerns of newcomer families
- Positive attitude and friendly manner. Work well in a team
- Strength, stamina and ability to work with active, young children
- Current First aid, CPR, or food handlers would be an asset.
- Knowledge of a language other than English is a strong asset
- Newcomer and refugee experience is an asset
- International education/experience is valued

Hours of Work

This is a casual on-call position with an annual shut down (July and August). The Casual CCA's hours will take place between 8:45am and 9 pm, Monday to Saturday. At this time, the Casual CCA would have to be available to be called at a minimum from 1-3:30 Monday to Thursday, as well as some other times. Shifts vary in length but tend to be 2-3 hours long.

Other

The starting salary for this position is \$15 per hour. The selected candidate must be legally entitled to work in Canada.

Submitting an Application

To apply for this position please submit your résumé and cover letter by **12 PM on Friday, October 20th** to:

Child Care Program Manager
95 Ellen Street
Winnipeg, Manitoba R3A 1S8
Email irenes@ircom.ca
Fax: 204.943.4810

Please include what times and days you are available for casual work.

IRCOM is an Equal Opportunity Employer. Interested applicants can identify themselves as belonging in any of the following groups: women, Indigenous people, refugees, immigrants, visible minorities, persons with a disability or any other groups that are typically under-represented in the workplace.

We thank all who apply. Please be advised that only those selected for an interview will be contacted. Your cover letter and résumé must clearly indicate how you meet the qualifications.