

Early Childhood Educator (ECE) II

November 2018

Position Summary

Under the supervision of the Child Care Program Manager, the ECE II will lead a team of Child Care Assistants to provide quality childcare for newcomer children whose parents are participating in settlement and social programs. The ideal candidate is experienced, thrives in a multicultural environment and is committed to IRCOM's core values of integration, diversity, social justice and empowerment. The ideal candidate works in a way that is people-centered, holistic and partnership based.

Objective

The objective of the ECE II position is to ensure the safety and wellbeing of newcomer children ages 6 months and older while their parents participate in programs on site. The ECE II will be responsible to ensure CMAS guidelines are being followed and provide direction and support to the Child Care Assistants while caring for children and ensuring the smooth execution of the Child Care Program.

Duties and Responsibilities

The ECE II is required to:

- Lead a team of Child Care Assistants in providing quality child care
- Plan and deliver relevant age appropriate activities for children aged 6 months to 6 years
- Work with little supervision at an off-site location
- Multi-task and problem solve under pressure and in emergency situations
- Implement Care for Newcomer Children adhering to (CNC) Guidelines, developed and monitored by CMAS, to provide a high quality program that is safe, healthy, and developmentally appropriate for newcomer children
- Adhere to IRCOM's policies and procedures
- Discuss children's progress or concerns with Child Care Program Manager, parents and other staff as needed
- Set up, take down and rotate equipment and materials in the program as needed
- Work with team members to create a positive environment
- Regular lifting and participating in physical activities
- Attend regular Child Care Program meetings as well as IRCOM staff meetings
- Have effective, open, and positive communication skills
- Be flexible and adaptable
- Plan, purchase and organize supplies in discussion with Child Care Program Manager
- Other duties as assigned by Child Care Program Manager or designate.

Qualifications

- See IRCOM's statement on working at IRCOM:
<http://www.ircom.ca/aboutus/employmentopportunities/>
- **An Early Childhood Education Level II or III Diploma is required**
- Valid Criminal Record Check, and clear Child Abuse Registry Check
- Valid First Aid and CPR Certificate
- Ability to work with people from diverse cultural backgrounds effectively
- Independent, with ability to provide leadership and direction to other child care staff
- Be flexible and a creative thinker
- Strong communication skills in English (written and oral)
- Sensitivity to the needs and concerns of newcomer families
- Positive attitude and friendly manner
- Strength, stamina and ability to work with active, young children
- Previous understanding of Provincial Licensing or CMAS requirements is an asset but not required

Hours of Work

This is a full-time, permanent position for 37.5 hours per week with an annual shut down (July and August off). The ECE2's hours will take place predominantly during IRCOM business hours between 9am and 5pm, however, staff will be required to work some evenings and weekends as required by the program.

Benefits

The ECE II position is eligible to enroll in our group insurance plan (including dental and extended health benefits, life, LTD and AD&D insurance), a paid winter holiday break between Boxing Day and New Year's Day, some paid vacation during the annual shut down, paid planning time, and a great working atmosphere in a community based setting with families new to Canada.

Wage: \$18.94/hour

Submitting an Application

Your cover letter and resume must clearly indicate how you meet the qualifications for this position.

Employment Equity is a factor in selection. Applicants are requested to indicate in their cover letter or resume if they are from any of the following groups: women, Indigenous people, visible minorities and/or persons with a disability.

Successful candidates must:

- be legally entitled to work in Canada
- submit to a Criminal Record Check as well as a clear Child Abuse Registry Check

Please submit your resume and cover letter by **Thursday, December 13, 2018 at 5:00pm** to:

Office Administrator
95 Ellen Street
Winnipeg, Manitoba R3A 1S8
Email: admin@ircom.ca
Fax: 204-943-4810

We thank all who apply. Please be advised that only those selected for an interview will be contacted.