



Immigrant and Refugee  
Community Organization of Manitoba

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## **CHILD CARE ASSISTANT - CASUAL**

(Variable, on-call hours)

August 2021

### **POSITION PURPOSE AND SUMMARY:**

Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba Inc. (IRCOM), the Casual Child Care Assistant (CCA):

- implements and supports programs for newcomer children aged 6 months to 12 years of age,
- develops nurturing relationships, and
- supports parents and the Child Care and IRCOM staff teams

Reporting to the Community and Childcare Programs Manager, members of the Child Care team provide quality, on-site quality childcare to children as their family members attend IRCOM programs at various sites. The Casual CCA works 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.

**CANDIDATE PROFILE:** The Casual CCA is a friendly and responsible person who cares about children. This individual believes that good quality childcare can make a difference in how children grow and how families adapt well to Canada. They are 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 Casual CCA will exhibit and uphold IRCOM's core values of integration, diversity, advocacy and empowerment, and they will work in a way that is people-centered, holistic and partnership based.

Under the supervision of the Child Care Program Manager, sometimes with day-to-day supervision provided by the Early Childhood Educator (ECE) on-site, the Casual CCA will be responsible for the following:

### **DUTIES AND RESPONSIBILITIES:**

#### **Program Implementation (70%)**

- Implement age appropriate and inclusive activities that support and promote the physical, cognitive, emotional and social development of newcomer children aged 6 months to 12 years of age
- Actively participate in play based programs and demonstrate positive regard for participants by sitting, interacting and playing with children
- Guide and assist children in the development of proper nutrition, dressing and toilet habits
- Encourage positive behaviours through a variety of positive guidance techniques and by following the Child Care Program's behaviour management guidelines
- Lead special projects as directed by Child Care Program Manager or designate
- Prepare and serve snacks in accordance with the programs menu and public health guidelines
- Adhere to current Care for Newcomer Children (CNC) Guidelines in all program implementation
- Set up, take down and rotate equipment and materials in the roll away program as needed
- Prepare and clean childcare program spaces and supplies as needed

#### **Program Support (20%)**

- Assist Early Child Educator (ECE) to observe and assess children, to provide a stimulating, language-rich environment
- Assist ECE to plan age appropriate activities that support and promote the physical, cognitive, emotional and social development of newcomer children aged 6 months to 12 years
- As directed by ECE, complete all necessary documentation, recording participant registration and program attendance, and preparing reports for parents and Child Care Program Manager
- Make recommendations to Child Care Program Manager or ECE regarding special projects, arrangement of programming space, and purchase of program materials, supplies and equipment
- Report issues of need, irregularities and/or concerns to Child Care Program Manager as they arise

#### **Relationship Development and Parental Support (5%)**

- Develop nurturing and trusting relationships with children in care
- Foster trusting and collaborative relationships with families of children in care
- Communicate daily activities and learning to parents using appropriate verbal, multi-lingual and non-verbal methods

- Advocate for and assist children and families in navigating and accessing educational, medical, developmental and social services and systems
- Assist parents of children to fill out registration and program evaluation forms
- Communicate program policies and procedures to children's parents in an accessible, respectful and kind way
- Maintain confidentiality of all information pertaining to children, families and staff

#### **Team & Inter-departmental Support (5%)**

- Establish and maintain collaborative relationships with co-workers
- Attend regular staff meetings and trainings as requested.
- Engage in ongoing professional development
- Follow all applicable IRCOM policies and procedures
- Perform other duties as assigned by Child Care Program Manager or designate

#### **REQUIRED QUALIFICATIONS**

- 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
- Strength, stamina and ability to work, carry and play with active, young children
- Ability to work as a team player as well as take initiative and work with minimal supervision
- Flexible availability to work various hours between 9 a.m to 3:30 p.m., Monday to Friday
- Provide a recent Criminal Record Check and clear Child Abuse Registry Check
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <https://www.ircom.ca/about-us/work-here/>)

#### **DESIRED QUALIFICATIONS**

- Current First Aid, CPR and/or Food Handler's certificates
- Knowledge of a language other than English is a strong asset
- Newcomer and refugee experience
- International education/experience

**Wage:** \$14.16 per hour

#### **Benefits:**

- Collaborative, family-friendly and supportive working environment

#### **Schedule:**

- This is a casual on-call position with an annual shut- down (July and August).
- Shifts vary in length but tend to be 2-3 hours long.
- The Casual CCA hours will take place between 8:45 a.m. and 9 p.m., Monday to Saturday.  
**Applicants must currently be available to work anytime between 9 a.m. – 3:30 p.m. Monday to Thursday.**
- Additional availability in evenings and weekends is beneficial.

**Application Process:** All applicants must be legally entitled to work in Canada.

Employment Equity is a factor in selection. Applicants are requested to indicate in their covering letter or résumé if they are from any of the following groups: women, Indigenous people, refugees, immigrants, persons of colour and/or persons with a disability.

For further information, or to apply for this position please use the contact information below. When applying, please note that your cover letter and résumé must clearly indicate how you meet the qualifications.

Applications must be submitted by **12 pm, noon on Thursday, August 26** to:  
HR - Selection Committee  
95 Ellen Street  
Winnipeg, Manitoba R3A 1S8  
Email: [hr@ircom.ca](mailto:hr@ircom.ca)  
Fax: 204-943-4810

**In your cover letter, please include the days and times you are available for casual work.**

We thank all who apply and advise that only those selected for further consideration will be contacted.