



Immigrant and Refugee
Community Organization of Manitoba

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EARLY CHILDHOOD EDUCATOR (ECE) II – NEWCOMER CHILDREN Permanent, Full-Time (37.5 Hours/week), 10 Months/year Position

WHAT IRCOM OFFERS:

- A warm, fun and supportive work community
- An incredibly diverse workplace that is committed to staff wellness and inclusion
- A staff team passionate, committed and unified in supporting the settlement of newcomer families
- An inner-city organization committed to Truth and Reconciliation
- A family-friendly organization with a comprehensive benefits package
- A place where you can make a difference and feel the rewards of your work on a daily basis

CANDIDATE PROFILE: The ECE II is:

- A certified Early Childhood Educator II or III
- experienced in providing child care to children aged 6 months to 12 years old
- an individual who thrives in a multi-cultural environment
- skilled in using Microsoft Office and data management software
- committed to excellence in teamwork with positive and effective communication skills
- exhibits and upholds IRCOM's core values of integration, diversity, advocacy and empowerment
- works in a way that is people-centered, holistic and partnership based.

POSITION PURPOSE AND SUMMARY:

The purpose of the ECE II position is to lead a team of Child Care Assistants in providing quality child care and to ensure the safety and wellbeing of newcomer children ages 6 months and older while their parents participate in settlement and social programs on site. The ECE II ensures that CMAS guidelines are being followed and to provide direction and support to the Child Care Assistants while caring for children and ensuring the smooth execution of the Child Care Program.

The ECE II will be responsible to:

- Program leadership and delivery
- Program planning and assessment, and
- Team and interdepartmental support

With the support and supervision of the Community and Child Care Programs Manager, the ECE II will fulfill the following:

DUTIES AND RESPONSIBILITIES

Program Leadership and Delivery (60%)

- Lead and support a team of Child Care Assistants in providing quality child care programs in person and/or on-line
- Work with team members to create a positive environment
- Rotate equipment and materials in the program as needed
- Participate in all aspects of program including regular lifting and physical activities
- Assist with set up and take down of a roll away program.
- Implement Care for Newcomer Children (CNC) Guidelines
- Ensure programs and environment are safe, healthy, and developmentally appropriate for newcomer children
- Work with little supervision
- Multi-task and problem solve under pressure and in emergency situations

Program Planning and Assessment (35%)

- Plan and deliver relevant age appropriate activities for children aged 6 months to 6 years for daytime programming and 6 months – 12 years for additional programming
- Implement portfolio-based assessments
- Discuss children's progress or concerns with Community and Child Care Programs Manager, Child Care Program Assistant Manager, parents and other staff as needed
- Ensure CMAS and CNC Guidelines are followed
- Plan, purchase and organize program supplies and assemble learning packages
- Data entry and waitlist management

Team and Interdepartmental Support (5%)

- Attend IRCOM staff and Child Care Program team meetings and events
- Complete program related training and other tasks as required
- Follow all IRCOM policies and procedures
- Assist in other IRCOM programs and initiatives as required and time permits.
- Other duties as assigned by Community and Child Care Programs Manager or designate.

REQUIRED QUALIFICATIONS:

- **An Early Childhood Education Level II or III Diploma**
- Current First Aid and CPR Certificate
- Experience and ability to work effectively with people from diverse cultural backgrounds
- Experience working effectively with little supervision
- Proven ability to provide leadership and direction to other child care staff
- Demonstrated flexibility, adaptability and creativity when dealing with changes and barriers
- Effective communication skills in English (written and oral)
- Proven computer skills including proficiency with MS Office, data entry & online video conferencing
- Sensitivity to the needs and concerns of newcomer families
- Positive attitude and friendly manner
- Strength, stamina, and ability to work with active, young children
- Physical mobility to transition between various work locations
- Satisfactory Criminal Record Check, and clear Child Abuse Registry Check upon hire
- Proof of COVID-19 immunization upon hire
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <http://www.ircom.ca/about-us/work-here>)

DESIRED QUALIFICATIONS:

- Previous understanding of Provincial Licensing or CMAS requirements
- Familiarity with Care for Newcomer Children (CNC) guidelines
- Food handler certification
- Additional languages to English
- Lived newcomer experience

Hours of work: This is a permanent, full-time position to a maximum of 37.5 hours per week with an annual shut down (July and August). 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. Work locations will include all 3 IRCOM program sites.

Wage: \$21.97/Hour

This is a scheduled position with wage in accordance with the Collective Agreement between the Immigrant and Refugee Community Organization of Manitoba Inc. and the United Food and Commercial Workers Local 832.

Benefits: Group Insurance (Life, AD&D, LTD, Dental & Extended Health)
Paid Sick and Discretionary time
Employer paid RRSP contributions (beginning in 2nd year of employment)

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

IRCOM as an organization seeks to reflect the community members it serves. We are committed to providing an inclusive, accessible environment, where all employees, volunteers, tenants and program participants feel valued, respected, safe and supported. IRCOM strives for employment equity. Interested applicants can identify themselves as belonging to any of the following groups: women, Indigenous peoples, visible minorities, and/or persons with a disability. We are dedicated to building a workforce that reflects the diversity of the communities we serve, and to creating an environment where every employee has the opportunity to reach their potential.

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.

HR - Selection Committee
95 Ellen Street
Winnipeg, Manitoba R3A 1S8
Email: hr@ircom.ca
Fax: 204-943-4810

Review of applications will continue until the position has been filled

We thank all applicants for their interest. Only those advancing in the selection process will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you require an accommodation for the recruitment/interview process (including alternate formats of materials, accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs.