

IRCOM Early Childhood Educator II August 2020

Position Summary

Under the supervision of the Child Care Program Manager, the Early Childhood Educator (ECE) II will lead a team of Child Care Assistants to provide quality child care 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, inclusion, 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 to 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 for daytime programming and 6 months – 12 years for additional programming.
- Assist with set up and take down of a roll away program.
- Work with little supervision
- Multi-task and problem solve under pressure and in emergency situations
- Implement Care for Newcomer Children (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
- Implement portfolio based assessments
- 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.
- Assist in other IRCOM programs and initiatives as required and time permits.

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, 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
- Additional languages to English an asset
- Lived newcomer experience an asset

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.

Wage: \$20.55/hour

Benefits

The ECE2 position includes extended health and dental benefits, a paid winter holiday break between Christmas Day and New Year's Day, paid planning time, a great working atmosphere in a community based setting with new Canadians, as well as low group sizes and good staff to child ratios.

Submitting an Application

To apply for this position please submit your résumé and cover letter by **September 9, 2020 at 12 NOON** to:

Human Resources
95 Ellen Street
Winnipeg, Manitoba R3A 1S8
Email: hr@ircom.ca
Fax: 204.943.4810

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.