



Immigrant and Refugee  
Community Organization of Manitoba

## **IRCOM Early Childhood Educator II (ECE II) January 2021**

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

The purpose of the ECE II position is to provide 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 will be responsible to:

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

### **CANDIDATE PROFILE:**

This individual 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.

With the direction and support of the Child Care Program Manager, the ECE II will be responsible for 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
- For the short term, this position will also support other programs within IRCOM. Duties will include but not be limited to
  - Providing adult participants with in person support with computers and technology (i.e. logging into zoom or email)
  - Communicating with participants over the phone

#### **Program Planning and Assessment (35%)**

- Plan and deliver relevant age appropriate activities for children aged 6 months to 6 years for daytime programing and 6 months – 12 years for additional programing.
- Implement portfolio based assessments
- Discuss children's progress or concerns with Child Care Program 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 Child Care Program 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 and 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
- Satisfactory Criminal Record Check, and clear Child Abuse Registry Check
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <http://www.ircom.ca/about-us/employmentopportunities>)

**DESIRED QUALIFICATIONS:**

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

**SCHEDULE AND BENEFITS:**

**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.

**APPLICATION INFORMATION:**

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, visible minorities 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.

To apply for this position please submit your résumé and cover letter by **12 PM Noon on January 26, 2021** to:

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

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