

PART-TIME EARLY CHILDHOOD EDUCATOR (ECE II or III)

Employer name: Regina Immigrant Women Centre

Wage/Salary: Dependent on Education & Experience

Posted Date: 16 April, 2018

Location: Regina

of Positions: 1

Employment Terms: Part-time: Tues. and Thurs. from 9 a.m. to 12 p.m. (6 hours per week); anticipated start April 23, 2018

Education: ECE Certification Level II or III

Experience: 7 – 11 months

Apply by: 19-Apr-2018

How to apply: Email

Contact Name: Jan Pyle

Contact Email: jan@reginaiwcc.ca

DESCRIPTION

Regina Immigrant Women Centre is an immigrant settlement agency dedicated to integrating newcomer women and their families. We are seeking a childminder to provide quality care with a child-centered approach to the children participating in the program, ensuring health and safety. Workdays will be Tuesdays and Thursdays from 9 a.m. to 12 p.m. The job includes lifting and participating in physical activities.

Requirements and duties:

- Welcome and interact with newcomer children and their parents.
- Provide parent and staff orientation.
- Maintain records, including registration, daily records, attendance form, child profiles and session management forms.
- Assess the skills, abilities, interests and needs of children.
- Provide activities and experiences that meet the individual developmental needs of children and support a child-centered approach.
- Initiate meetings with parents when needed.
- Understand and be aware of the settlement issues and concerns of newcomer children and parents.
- Report any information and issues according to procedures.
- Ensure there are sufficient appropriate materials and equipment for the operation of a session.

- Plan and oversee appropriate activities for children in accordance with the program philosophy.
- Set up and take down equipment and other items used in the program.
- Inspect space and equipment for safety issues and seek corrective actions according to procedures.
- Guide and assist children in the development of proper eating, dressing and toilet habits.
- Work with team members to create a positive environment.
- Attend meetings and workshops as directed by the manager.
- Maintain current First Aid/CPR certification level "C".
- Provide a current criminal record check and vulnerable sector check.
- Provide current proof of immunization and tuberculosis status.