



# WoodGreen Community Services Job Posting

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WoodGreen Community Services is one of the largest social service agencies in Toronto. A founding United Way of Toronto member agency, WoodGreen has grown to span 36 locations and serves 37,000 people each year. Now in our 80<sup>th</sup> year, WoodGreen helps people find safe, affordable housing, seniors live independently, internationally-trained professionals enter the job market, parents access childcare, children and youth access after-school programs, newcomers settle in to Canadian life, homeless and marginalized people get off the streets and youth find meaningful employment and training. Visit [www.woodgreen.org](http://www.woodgreen.org) for more information.

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<b>Job Posting Date:</b>	May 11, 2017
<b>Job Posting Application Deadline</b>	May 18, 2017 at 5:00 pm
<b>Job Title:</b>	Acting Assistant Supervisor, Woodfield Child Care
<b>Program &amp; Unit:</b>	Child Care Services, Family & Neighbourhood Services
<b>Work Week:</b>	35 hours/week
<b>Employment Category:</b>	Non Bargaining Unit – Contract/Salary – 12 months

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## Program Overview

WoodGreen serves over 700 children through seven licensed child care centres in Toronto's East End and at Pape House. Our curriculum is based on the most up-to-date practices and is designed to respond to each child's individual needs and interests. In addition to our year-round programs, we also offer a summer camp programs. Committed to continual learning and excellence, we work with a variety of partners to deliver our many services for children and families.

## Position Summary

The Assistant Supervisor is responsible for the care of children in group settings by working with other team members to plan, supervise and implement the daily program and for providing appropriate direction, encouragement and support to the children, their families, staff, students and volunteers. Further, in the absence of the Manager, the Assistant Supervisor is responsible for ensuring the overall operation of the Child Care Centre. This includes performing administrative tasks, and directing and supervising staff, students and volunteers.

## Main Responsibilities:

- Acts as Manager in the absence of the Manager. This includes performing administrative tasks and directing and supervising program staff, students and volunteers.
- Responsible for setting reasonable limits according to the child's developmental stage, and for giving appropriate direction, encouragement and support individually and in groups. This includes providing extra stimulation to help delayed children when necessary.
- Responsible for recognizing, dealing with, and defining unusual behaviour and, if unable to deal with behaviour successfully, reporting to program supervisor and working with various professional and resource persons as required to alleviate problems.
- Responsible for recording the daily attendance of the children, receiving medical information as required especially in cases of ongoing absenteeism, and reporting to the appropriate personnel.
- Responsible for the daily safety, health and hygienic conditions of the children. This includes the following:
  - dispensing medicines and monitoring child's intake/reaction
  - getting quick medical attention in emergencies
  - monitoring individual children's health
  - alerting parents to any medical needs of the child and helping consult medical professionals as appropriate
  - ensuring that program set up considers the children's health and safety as a priority at all times
  - completing accident reports when necessary and ensuring parents are informed
  - reporting any serious occurrence/injury to Unit Director
  - being aware of and following proper fire and emergency procedures.
  - being aware of and following proper diapering/toileting procedures.
- Responsible for safely escorting children outside of the centre and ensuring that adequate supervision is provided on all outings.
- Responsible for written daily reports on children, for completing written assessments and developmental checklists as required, and for informing parents on an on-going basis about children's progress.

- Responsible for the upkeep of equipment and furnishings, for informing the program supervisor when replenishment is necessary, for sharing housekeeping responsibilities, and for assessing equipment needs and making recommendations regarding purchases. Is also responsible for maintaining the inventory of program equipment.
- Responsible for ensuring, in conjunction with other staff, that staff timetables are designed to provide for adequate supervision of children at all times, and to meet all program needs as required. This includes working on program during all scheduled times so as to maintain required ratios and following shift schedule as identified. The Assistant Supervisor's shift is scheduled to compliment that of the Manager to ensure that one or the other is on site during all hours of operation.
- In conjunction with the Manager, ensures that parent fees are properly collected, recorded and deposited.
- Responsible for performing housekeeping duties which may include but are not limited to the following: sweeping, disinfecting washroom/diaper change facilities, cleaning and set-up of lunch tables, preparing and serving lunches, laundry, and other duties as designated.

**Required Education and Registration:**

- Undergraduate degree/diploma in Early Childhood Education or equivalent.
- Additional relevant education is strongly recommended (e.g. Post-diploma in Child Care Management/Supervision; B.A.Sc Child Studies; B.A.A. Early Childhood, Pedagogical Leadership.)
- Current registration with the College of Early Childhood Educators (RECE)
- First Aid Certification (First Aid/CPR C)

**Preferred Qualifications:**

- Requires a minimum of two (2) years' experience working in a child care environment. Experience with a range of age groups is considered an asset.
- Ability to assume responsibility for the operation of the centre during the temporary absence of the manager.
- Knowledge of policies and procedures related to the operation of a child care centre.
- Demonstrated understanding of the Early Learning Framework (ELECT).
- Demonstrated ability to work with, direct, instruct and care for children aged 0 to 12.
- Ability to handle emergencies, crises and hostile behaviour.
- Ability to use professional judgement on a daily basis within guidelines established by the Provincial Child Care Early Years Act ( CCEYA), City of Toronto Early Learning and Care Assessment for Quality Improvement and program policies. Responsible for finding solutions, consulting/reporting only in unusual situations.
- Ability to provide work direction to staff.
- Ability to maintain neat and accurate records and prepare and present report.
- Ability to communicate effectively both orally and in writing with children, parents, staff, teachers and the public.
- Responsible for confidentiality of all information related to children, parents, and staff.
- Ability to handle routine financial transactions.
- Experience with food services an asset, including Food Handler Certificate.

**To Apply:**

Please submit your resume and cover letter, **quoting the position title in the subject line** as follows:

**WoodGreen employees ONLY** – apply to [hrjobs@woodgreen.org](mailto:hrjobs@woodgreen.org). Please note that external applications sent to this e-mail will not be forwarded and will be deleted.

**All other applicants** – apply to [childcarejobs@woodgreen.org](mailto:childcarejobs@woodgreen.org) At: Elaine Levy, Child Care & Family Services.

***We are an equal opportunity employer. We welcome applications from diverse individuals who self-identify on the basis of any of the protected grounds under the Human Rights Code. We are committed to integration and maintaining the independence of individuals and removing barriers to accessibility in the workplace. We are committed to full compliance with the Human Rights Code, the Accessibility For Ontarians With Disabilities Act, the Pay Equity Act, the Occupational Health and Safety Act, and all other applicable legislation.***

***WoodGreen is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR representative at [hrjobs@woodgreen.org](mailto:hrjobs@woodgreen.org) of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.***