



WoodGreen Community Services Job Posting

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. 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 for more information.

Internal Candidates only may apply:	March 30, 2017 – April 3, 2017
Job Posting Application Deadline	April 21, 2017 at 5:00 PM
Job Title:	ECE/ECA Program Staff
Program & Unit:	Child Care Services, Child Care & Family Services
Work Week:	Fluctuating Hours (covering vacation, sick leave & other absences)
Salary Grid Level:	E1 - \$18.77/hour (ECA Program Staff) F1 - \$21.50/hour (ECE Program Staff) (subject to union confirmation)
Employment Category:	Bargaining Unit – Casual

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 E.C.E. staff is responsible for the care of children in group settings by working with other team members to plan, supervise and implement the daily program. This position is responsible for providing appropriate direction, encouragement and support to the children, their families, staff, students and volunteers in addition to being flexible, resourceful, sensitive and respectful of individual needs.

Main Responsibilities:

- Responsible for the guidance and care of children in groups and for the planning and implementation of daily programs that enhance the social, physical, intellectual, cognitive and emotional development of children.
- 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 Manager 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 medications when designated by the Manager 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 Manager when replenishment is necessary, for sharing housekeeping responsibilities, and for assessing equipment needs and making recommendations regarding purchases.
- Responsible for reporting any signs of physical or mental abuse of any children in care to the proper authorities.
- Responsible for checking the outdoor facilities for safety and reporting any unsafe conditions to the appropriate personnel. This includes informing the maintenance staff when cleaning of the playground is required and assuring that proper cleaning is maintained.
- 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:

- Early Childhood Education Diploma
- Current registration with the College of Early Childhood Educators (RECE)
- First Aid Certification (First Aid/CPR C)

Preferred Qualifications:

- Demonstrated ability to direct, instruct and care for children: infants, toddlers, preschool, school age: aged 0-12
- Demonstrated understanding of Early Learning Framework
- Ability to handle emergencies
- Ability to work cooperatively with others and provide work direction as required.
- Ability to use professional judgment on a daily basis within established guidelines Ability to accommodate competing demands.
- Ability to maintain neat and accurate records and prepare reports
- Ability to communicate effectively both orally and in writing with children, parents, staff, teachers and the public.
- Ability to maintain confidentiality of all information related to children, parents, staff
- Ability to speak a second language in addition to English is an asset.
- Health assessment including up-to-date immunization records and TB test required.

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. 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 Att: Elaine Levy, Family & Neighbourhood 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 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.