



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:	January 24 – 26, 2017
Job Posting Application Deadline	February 24, 2017 at 5:00 pm
Job Title:	Program Assistant
Program & Unit:	Child Care Services, Child Care & Family Services
Work Week:	Fluctuating Hours
Salary Grid Level:	C1 - \$16.03/hour
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 Casual Program Assistant is responsible for the supporting the care of children in group settings by assisting other team members in supervising and implementing the daily program. This position is responsible for providing appropriate direction, encouragement and support to the children, their families and staff, 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 assisting in the implementation of daily programs that enhance the social, physical, intellectual, cognitive and emotional development of children
- Ensure the safety, health and well-being of the children under care.
- Responsible for working as a team with other staff. This includes participating in the daily implementation of program activities in conjunction with other staff.
- Responsible for working in cooperation with other staff to maintain high standards of operation.
- Responsible for abiding by the Unit and WoodGreen policies and other regulations as stated in the *Child Care and Early Years Act, 2014* and *the Assessment for Quality Improvement (AQI)*. This includes maintaining legal staff: child ratios and necessitates working closely with full time staff. This includes Behaviour Management Policies.
- Responsible for safely escorting children outside of the centre along with RECE program staff and for contributing to the adequate supervision of children on all outings.
- Responsible for developing and maintaining good relationships with parents
- Responsible for reporting any signs of physical or mental abuse of any children in care to the proper authorities.
- Responsible for developing and maintaining effective working relationships and communication with appropriate internal personnel as required. This may include: agency administrative, maintenance and food service staff.
- 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.
- Responsible for disinfecting toys according to schedule

- 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.
- Ensures the anti-racism objectives and community development principles of the organization are achieved within the program.
- Participates in annual evaluation sessions with the appropriate Manager(s).
- Performs other related duties as required from time to time.

Required Education and Registration:

- High school diploma
- Early Childhood Assistant Certificate OR proof of completion of one year of Early Childhood Education program at a recognized Ontario College
- Standard First Aid/CPR-C

Preferred Qualifications:

- Experience in licensed child care work and activities including student practicum placements
- Other experience with children aged birth to school age.
- Demonstrated ability to direct, instruct and care for school age children aged 6-12
- Ability to handle emergencies
- Ability to work cooperatively with others
- Ability to use professional judgement on a daily basis within established guidelines
- Ability to accommodate competing demands.
- Ability to maintain neat and accurate records.
- Ability to maintain confidentiality of all information related to children, parents and staff
- Knowledge of child development and learning needs of children aged 0–12.
- Ability to work with children and parents who have experienced violence or homelessness, and some understanding of this population’s unique issues.
- Understanding of community development and child centered approaches.
- Experience working with children with emotional or social challenges an asset.
- Excellent communication and problem solving skills.
- Understanding of community development and child-centered approaches.
- Interests in music, arts or sports an asset.
- Familiarity with WoodGreen programs an asset.
- Health assessment including up-to-date immunization records and TB test

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.