



**The HUB Child & Family Centre
JOB DESCRIPTION
Non-ECE Child Care Assistant**

September 2022

Classification: Full-Time, Part-Time, On-Call

Position Summary:

Reporting to the program Manager, the Child Care Assistant supports the Manager and program RECEs in the safe and efficient operation of the program in a manner consistent with the philosophy, goals and mission of The HUB Child & Family Centre.

Qualifications:

- Grade 12 Diploma
- Enrolment in an Early Childhood Educator program would be an asset.
- Diploma or degree in Child and Youth Care or Recreation and Leisure Services would be an asset.
- Vulnerable Sector Check every five years. Offence Declaration annually between.
- Proof of immunization including 10 year booster.
- Ability to work well with children, parents and the public
- Able to relate compassionately with children
- Strong organizational and interpersonal skills
- Must be reliable, flexible, and effectively work in a team environment

Duties and Responsibilities: All are to be carried out in a timely and accurate manner.

A. KEY AREA - PROGRAM DELIVERY

- a) Assist Manager and staff with the implementation of the child care program, following the requirements of the Child Care Early Years Act (CCEYA) and the Board approved policies and procedures.
- b) Support the program in the supervision and care of the children and the implementation of program plans, contributing ideas towards age-appropriate themes and activities whenever possible.
- c) Assist in the preparation and organization of play areas. Possess knowledge of and implement How Does Learning Happen with Manager and staff.
- d) Assist with the maintenance of the attendance records, the completion of checklist duties and make appropriate entries in the daily program and behavior management log as required.
- e) Share in housekeeping duties, including disinfecting tables, cleaning counters, disinfecting toys and sweeping floors in accordance with sanitary checklists.
- f) Keep the Manager informed on a regular basis of important program concerns.
- g) Undertake other tasks and assignments as determined by the Manager.

B. KEY AREA – PARENT LIAISON

- a) Greet potential parents and assist them with information and refer to the Manager or program RECEs

when appropriate.

- b) Assist the Manager and staff with regular, open and positive communication with parents about their children during drop-off and pick-up.

C. KEY AREA – STAFF RELATIONS

- a) Adhere to approved Personnel Policies & Procedures.
- b) Maintain good working relationships with other staff, promoting open communication and team work.
- c) Participate in group planning discussions on programming and problem-solving sessions on serious occurrences.
- d) Assist with the guidance of students and volunteers.
- e) Assist Manager and staff in including enhanced support workers as active participants in the program's daily operations.

D. KEY AREA – PROFESSIONAL DEVELOPMENT AND PROMOTION

- a) Keep abreast of current trends in the Early Childhood Education field and take advantage of any professional development opportunities, networks and training, which would support you in fulfilling your duties and responsibilities.
- b) Attend and participate in monthly team meetings to stay informed about policy changes, new initiatives and other program activities, keeping in mind possibilities for assistance and collaboration between programs.
- c) Refer parent concerns to the program Manager.
- d) Represent The HUB Child & Family Centre in the community.
- e) Attend Community of Practice and continuous professional learning meetings when possible.