



## Job Posting

<b>Position Title</b>	Care for Newcomer Children (CNC)
<b>Organization Structure</b>	Reports to the Program Manager
<b>Job classification</b>	CNC
<b>Job Status</b>	Supply CNC
<b>Location</b>	Etobicoke, Mississauga, and Scarborough
<b>Wages</b>	\$19.19/hr
This is a Bargaining Unit Position	

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### Scope

Collaboratively plan and implement a culturally sensitive child-centered program which reflects the diversity of the participants; introduces Canadian values and traditions, and meets the social, emotional, physical, cognitive, and language development needs of the enrolled children

### Duties and Responsibilities

- Follow Care for Newcomer Children (CNC) requirements
- Ensure that all health and safety standards are met, and operation of the program is in compliance with Polycultural and CNC policies, procedures and requirements
- Assess the skills abilities interests and needs of enrolled children
- Guide and assist children in the development of proper eating, dressing and toilet habits
- Communicate with parents, ensuring that parents receive orientation to the care, activities and guidance used in the program; Discuss progress or problems of children with parents and relevant staff members with appropriate attention and respect to matters of confidentiality
- Administer the program, keeping appropriate records related to the children and the program
- Ensure all new CNC staff receive orientation training; train and supervise program volunteers
- Keep accurate daily attendance records; (also child profile, and session management forms as required) and complete accident reports on appropriate forms
- Monitor all entrances and exits at all times
- Inspect CNC space for safety issues and seek corrective action according to procedures
- Set up procedures to ensure that the children are never left unattended
- Ensure, in collaboration with Program Manager, that the program has the materials and equipment necessary for meeting program goals
- Ensure that supply CNC staff are sourced only from Polycultural's CNC supply list
- Order supplies as required, keeping within budget in consultation with Program Manager
- Plan a program that encourages respect for the values, customs and traditions of other cultures
- Participate in all required Professional Development activities such as workshops, conferences and staff meetings
- Work with team members to create a positive environment
- Submit monthly statistical and narrative reports as required

### Competencies

### Adaptability



*Changes behavioural style or method of approach when necessary to achieve a goal; adjusts style as appropriate to the needs of the situation. Responds to change with a positive attitude and a willingness to learn new ways to accomplish work activities and objectives*

### **Communications**

*Using a variety of communication styles and strategies to foster open communication, the exchange of information and discussion on an ongoing basis*

### **Planning & Organizing/ Time Management**

*Establishes a systematic course of action for self or others to ensure accomplishment of a specific objective. Sets priorities, goals, and timetables to achieve maximum productivity.*

### **Service**

*Demonstrates strong commitment to meeting the needs of co-workers, managers, clients, or community members, striving to ensure their full satisfaction*

### **Physical Requirements:**

The job involves working with young children and includes lifting and participating in physical activities. It may also involve the supervision of children and physical activities out of doors.

### **Qualifications**

- Early Childhood Education Certificate
- Ontario College of Early Childhood Educators membership in good standing
- Experience in a childcare setting
- Valid Standard First Aid and CPR certificates
- Current Health assessment including immunization and proof of Tuberculosis status
- Clear and current Vulnerable Criminal Reference Check
- Awareness of and sensitivity to the needs of newcomers
- Strong background and abilities to plan and organize the activities for children
- Multicultural awareness, gender sensitivity, and racial and ethnic appreciation.
- Effective communication within a team environment, staff, students
- Demonstrated moral and ethical judgment
- Demonstrated sensitivity to the needs of newcomers
- Excellent communication and interpersonal skills
- Good computer skills and excellent writing skills
- Ability to be creative and flexible in planning

*Please forward your application to the Hiring Committee with cover letter explaining your interest in this position as an attachment in MS Word in one document with the file name: **Last name first name** to:*

### **Polycultural Immigrant & Community Services**

17 Four Seasons Place, Suite 102

Toronto, Ontario M9B 6E6

Email: [resumes@polycultural.org](mailto:resumes@polycultural.org)

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*arranged. (In compliance with AODA, 2005, Integrated Accessibility Standards). If you require assistance in sending your resume due to a disability, please contact Human Resources directly.*

*We thank everyone for their interest in Polycultural; however only those selected for an interview will be contacted.*