

## PQCHC – JOB POSTING

**PQCHC is an equal opportunity employer and values diversity in its workforce.**

**If at any stage in the selection process you require an accommodation due to a disability, please let us know the nature of the required accommodation.**

<b>JOB TITLE:</b>	RECE – Headstart Nursery School/Toy Lending Library Coordinator	<b>JOB #:</b>	<b>2018-0008</b>
<b>Status:</b>	Term from February 19, 2018 until December 31, 2018	<b>Hours:</b>	28 hrs/week
<b>Benefits and eligibility:</b>	4% in lieu of vacation	<b>Pay scale:</b>	\$23.419-27.552/hour
<b>Application deadline:</b>	Wednesday February 7, 2018 at noon		

### Job Summary

Coordination, planning and delivery of high quality child care services as outlined by the Child Care and Early Years Act in the framework of How Does Learning Happen? for children 2.5 to 5 years and their families.

### Job Specific Responsibilities

#### Direct Client Service

- Supports practices and goals for children that are consistent with How Does Learning Happen – Ontario's Pedagogy for the Early Years document.
- Demonstrate children's learning through conversations and written documentation.
- Provide child initiated and adult supported experiences
- Supports children, parent and caregivers with a sense of belonging, well-being, engagement and expression through daily routines
- Promote children's mental health by supporting them to form close and secure relationships with adults and peers and encourage them to experience, manage and express a full range of emotions
- Establishes working relationships with relevant agencies/services in order to make referrals pertaining to relevant family needs
- Deliver Home Visits to families within the program
- Work with children with special needs and provide adaptations when appropriate
- Planning developmentally appropriate programs for young children that reflect the goals and philosophy of the ECEC
- Providing parents, in both formal and informal settings, with ongoing information regarding the program and individual children
- Develops and facilitates workshops
- Sensitive to the needs and preferences of families

#### Administration

- Maintains electronic/paper client records and protects the confidentiality of the information.
- Performs administrative functions as required by the program.
- Assists in preparation of program and promotional materials and other documents as assigned.
- Maintains documentation and communication with families through StoryPark

### HUMAN RESOURCES

**Pinecrest-Queensway Community Health Centre**

**1365 Richmond Road, 2nd Floor Ottawa, ON K2B 6R7**

**Fax: 613-288-3407 email: [hr@pqchc.com](mailto:hr@pqchc.com)** (Microsoft Word format only)

Due to the high volume of applicants, we can neither confirm receipt of nor respond to inquiries regarding your application.

Only candidates selected for interviews will be contacted.

- Keeps individual children's portfolios up to date
- Responsible for room set up and clean up
- Reviewing professional journals, ECE publications, websites and books
- Participating in ECEC staff professional development opportunities, reflective practice sessions and collaboration sessions within our ECE larger community
- Assists in maintaining a healthy and safe environment, documents/reports accidents and serious occurrences to supervisors, observes and reports on illness and health conditions, monitors locations for health and safety hazards, conducts site inspections

### **Human Resources**

- Provides support and assistance to volunteers and/or placement students.
- On an annual basis review Centre's operational guidelines, policies and procedures and other legislation required as it relates to the delivery of services and provide recommendations for the policy reviews.
- Participate in orientation and on-boarding of new staff.

### **Teamwork and Collaboration**

- Assists in the development of program specific policies and procedures/guidelines and in the overall planning and development of the program
- Attends and participates at team and general staff meetings as scheduled
- Participates in the evaluation component of relevant program
- Maintains effective communication of information among internal and external stakeholders
- Follows established policies of off-site organizations where staff are co-located.
- Participating actively as a team member at staff meetings, collaborative reflection sessions, in generating and exchanging ideas, in goal setting and in sharing the responsibility for all the children enrolled
- Assuming responsibility for a share of the team tasks (weekly sanitizing, room set up, end of day clean up)
- The ability to work collaboratively with others to co-construct understandings and teaching strategies;
- Commitment to building genuine partnerships with others that enable open and constructive conversations about curriculum;

### **Qualifications**

#### **Education**

- Diploma in Early Childhood Education.
- Registered and in good standing with College of Early Childhood Education

#### **Professional Experience**

- Three to five years experience working in a child/adult oriented environment.
- Experience in program planning and delivery in accordance to How Does Learning Happen.
- Training
- Demonstrated experience with group facilitation.
- Excellent knowledge of child development, emergent curriculum and Ontario's Pedagogy for the Early Years; How Does Learning Happen

- Experience working with people of diverse cultures and backgrounds in a community based setting
- Excellent computer skills (Microsoft suite; word, excel, publisher, access, and internet & email and other databases, as required)
- Demonstrates skills in working collaboratively with community partners on early learning and care initiatives
- Experience and sensitivity working with all families including those in an urban core setting, culturally diverse, GLBTQ, young parents, etc...

### **Key Competencies**

- Demonstrated ability to work effectively in a multi-disciplinary team environment.
- Demonstrated stress resilience and mental health stamina in the delivery of client services.
- Well-developed interpersonal skills including diplomacy, confidentiality and good judgement as well as the ability to tailor your message to your audience from children through to adults.
- Ability to demonstrate strong motivation and ability to take initiative

### **Personal Suitability/Other Requirements**

- Excellent communication and interpersonal skills with adults and children.
- Availability to work flexible hours including evenings and weekends.
- The physical demands analysis associated with this job indicates;
  - o a light to medium level of work (lifting up to 24 kg or 44 lbs) bending, stooping
  - o the need to have an adequate energy level and ability to meet physical demands of the position
  - o must be able to work outdoors for at least 2 hours per day year-round; may be exposed to heat, humidity, and cold
- Negative Police Record Check – Vulnerable Sector current in the last 6 months
- Access to vehicle and have the ability to produce a clean drivers abstract for the purposes of transporting toys and light equipment

### **Linguistic Profile (for Centres with French Language Service Designations)**

- Under the Centre's designation to provide French Language Services for identified positions.
- Based on New Avenues Linguistics Rating Scale: A+ (highest skill) to C- (lowest skill)
  - French (oral expression): A+
  - French (oral comprehension): A+
  - French (reading comprehension): A+
- Other languages an asset