

FOREST CIRCLE SOCIETY FOR FAMILIES

JOB DESCRIPTION

POSITION: Caregiver/Early Childhood Educator
PROGRAM: CARI'S INFANT AND TODDLER CENTRE & FOREST CIRCLE CHILD CARE
DATE: November 2018

Cari's Infant and Toddler Centre is the childcare component of the Campbell River Young Parents' Program, an education-based program which supports young parents as they work towards their educational goals. Cari's provides quality childcare for children from birth up to age three, with priority for admittance given to children of teen-aged parents who are attending a recognized educational program.

Forest Circle is an integrated daycare with programs for children newborn to school age. Forest Circle provides quality childcare for children of all abilities; priority for admittance is given to children of North Island College students, faculty and staff.

JOB SUMMARY

The Caregiver/Early Childhood Educator is part of a childcare team responsible for program planning, implementation and evaluation, ensuring a safe and nurturing childcare environment. The Caregiver/Early Childhood Educator supports Forest Circle Society for Families in achieving their goals and objectives.

SPECIFIC DUTIES AND RESPONSIBILITIES

Families and the Program

- As part of the childcare team, plans, implements, assesses developmentally appropriate activities and experiences to foster all areas of child development, taking into consideration emergent curriculum and documentation, utilizing a creative approach and embracing diversity.
- Assists the team in the development, implementation and evaluation of individualized goals and programming for children and/or families as required, working with the Supported Childcare Program, Infant Development Programme, etc.
- Ensures the safety and supervision of each child and provides high quality care and positive guidance, adhering to licensing requirements.
- Assists in the development and implementation of program policies and procedures.
- Assists with the registration process and updating of children's files as required.
- Reads and updates communication book daily.
- Interacts with children in a respectful manner, acting as a "childcare primary caregiver" as applicable, in cooperation with parents and other staff. Caregiver duties include providing the care required to meet the needs of each child, such as diapering/toileting, dressing, feeding, playing and settling. The staff work as a team to ensure the children's needs are met.
- Interacts with parents in a supportive, respectful manner and promotes a mutual understanding of the growth, development, and unique strengths and needs of their children, accommodating parent's instructions for daily care routines within the context of a licensed group care facility.
- Performs daily health assessments and informs parents of any changes in the child's health, following the guidelines set out in the Health Policy.
- Dispenses medications or performs procedures as required by the child's physician and completes supporting documents.
- Observes, records and/or reports individual children's growth, development and behaviours in the appropriate places and/or reports to the Manager.
- Completes monthly reports on each primary child, as applicable, in a timely manner.

Families and the Program (cont'd)

- Assists as required with the completion of forms and attendance records.
- Assists with menus and daily food preparation and record keeping.
- Participates in field trips, special events and fundraising activities, as required.
- Arranges, attends, and/or contributes to meetings with parents, as required.

Facility and Environment

- Assists with maintaining a healthful and safe environment.
- Assists with daily cleaning, disinfecting and general ongoing housekeeping tasks (e.g. laundry, dishes, cleaning appliances, etc.)
- Assists with keeping storage areas organized and tidy.
- Complies with Food Safety Plan guidelines.
- Assists with the completion of regular environmental safety checks.
- Assists with the compilation of grocery lists and informs Manager of the need or desire for supplies, equipment, and maintenance etc.
- Purchases groceries and/or other supplies as required.
- Assists with inventory, as required.
- Assists with the complete and safe evacuation of the facility when necessary.

General

- Functions as an integral member of a team within the childcare centre and Forest Circle Society for Families.
- Attends scheduled shifts, which may vary based on the needs of the program, demonstrating a willingness to develop and maintain a cooperative team approach.
- Acts in accordance to Centre and Society policies and procedures and in the best interests of Forest Circle Society for Families.
Maintains an open, accepting and respectful manner towards all individuals involved in the program.
- Maintains confidentiality regarding all individuals involved in the program.
- Assists with the orientation of new coworkers.
- Assists with the orientation, supervision and evaluation of practicum students and other volunteers.
- Answers the telephone in a professional manner, forwarding calls or taking written messages as required.
- Communicates wants and needs, both personal and program, to the Manager.
- Attends and contributes to staff meetings.
- In cooperation with the other Caregiver/Early Childhood Educators, takes responsibility for the general functioning of the program in the Manager's absence.
- Completes personal time sheets and related documents in a timely manner.
- Cooperates in performance and program evaluations.
- Participates in professional development, as able.
- Perform other related duties, as assigned by the Manager.

JOB QUALIFICATIONS

EDUCATION/EXPERIENCE

The following qualifications are required or an equivalent combination of training and experience may be accepted:

- Commencement of Early Childhood Educator training.
- Current Early Childhood Educator certification may be required to satisfy licensing regulations, depending on the qualifications of coworkers.
Prior job related experience in working with children.
- Current Emergency Child Care First Aid or equivalent.

Desired EDUCATION/EXPERIENCE

- Infant/Toddler Educator certification.
- Special Needs Educator certification.
- 2 years prior job related experience working with children in child care setting.
- Experience caring for infants and toddlers in a group setting.
- Experience working with young parents.
- Knowledge of Provincial Child Care Facility Regulations.
- Member of Provincial ECEBC organization and Campbell River branch.

Required SKILLS/ABILITIES

- Knowledge of age-appropriate program activities.
- Strong oral and written communication and organizational skills.
- Ability to provide a calm, healthy, positive role model to children and parents.
- Ability to relate to parents and their individual circumstances in a supportive manner.
- Ability to determine and meet the needs of primary children and others as needed.
- Ability to deal effectively with stressful situations, remaining calm while ensuring everyone is treated with respect and dignity.
- Ability to work as a productive and interactive team member.
- Ability to establish and maintain harmonious relationships with children, parents and staff.
- Ability to effectively handle multi-task situations.

General Requirements:

- Current Ministry of Public Safety and Solicitor General Criminal Record Review, resulting in a "no risk" rating.
- Two letters of character reference.
- A record of work history.
- Compliance with the Province's immunization program.

Reporting Relationship: Reports to Manager

I have read and understand this job description and have received a personal copy.

Employee's Signature

Date

Manager's Signature

Date