

North Shore Neighbourhood House
Wednesday, August 16, 2023
EARLY CHILDHOOD EDUCATOR 3

Posting Reference Number # 2023-1105-27 (please refer to this number when applying)

RATE: **\$24.79 per hour** Please note: Wage will be part of collective bargaining for new agreement in 2023. The current agreement expired August 2021.
Hours of Work: Full-time – 37.5 hours per week
Location: NSNH Childcare
Effective: August 28, 2023

Nature and Scope of Work

This is child care work in the North Shore Neighbourhood House Child Care Program working with children in full time Day Care. In addition, this position is responsible for the overall daily operation of the program; planning, organizing, directing and supervising the work of staff involved in the planning and carrying out of activities to promote social and personal development of children; is a liaison with family, staff and community resources and assesses the behavior of children. An incumbent exercises considerable independence of action and sound judgment in ensuring the safe, effective operation of the centre. Unusual problems and policy matters are referred to the Program Manager – Child Care or Director of Family and Children’s Services who reviews work performance in terms of effective services rendered to the program, the quality of assistance provided to children and the achievement of predetermined objectives.

Illustrative Examples of Work

Performs the duties of an Early Childhood Educator 2 – Day Care Program.

Ensures the overall daily operation of the program meets the principles established by the North Shore Neighbourhood House.

Plans, assigns, supervises and evaluates the work of staff; trains and evaluates volunteers and students.

Welcomes new children and their families to the program; explains and interprets the goals and objectives of the program to families; answers questions; ensures enrollment information is in order including medical and emergency information, medical and dietary instructions and parental consent forms.

Schedules and conducts staff meetings to discuss, plan and assess the program’s goals and objectives and the Centre’s policies and procedures; attends family conferences as required.

Purchases snack and program supplies from petty cash fund, recording and submitting receipts; maintains and orders supplies within a prescribed budget.

Prepares and maintains a variety of reports, records, statistics and files related to the work performed.

Performs related work as required.

Required Knowledge, Abilities & Skills

Considerable knowledge of the care and guidance needed to promote the social and personal development of children.

Considerable knowledge of applicable policies, regulations and rules governing the work performed.

Ability to assess the needs of children, to plan and carry out activities to promote social and personal development in children.

Ability to exercise patience and consistency in behaviour management.

Ability to establish and maintain effective working relationships with a wide variety of families, children, staff, and community resources.

Ability to prepare and maintain reports, records, statistics and files related to the work.

Desirable Training and Experience

Completion of an Early Childhood Education program plus experience in a child care setting or a suitable combination of training and experience. Completion of Special Needs Certificate and/or Infant Toddler Certificate programs.

Required Licenses, Certificates and Registrations

Emergency First Aid Certificate

P.C.C.F.L.B. Early Childhood Educator Certificate

Please apply to: Roberta Niccoli-Morrison
Manager Early Years
nsnhcc@nsnh.bc.ca

Closing Date: **Wednesday, August 23, 2023**