



Immigrant and Refugee  
Community Organization of Manitoba

IRCOM House Ellen  
95 Ellen Street  
Winnipeg, MB R3A 1S8

P: 204.943.8765  
F: 204.943.4810

IRCOM House Isabel  
215 Isabel Street  
Winnipeg, MB R3A 1R5

www.ircom.ca  
info@ircom.ca

## **CHILD CARE PROGRAM ASSISTANT MANAGER - ECE II or III Full-time Position**

### **WHAT IRCOM OFFERS:**

- A warm, fun and supportive work community
- An incredibly diverse workplace that is committed to staff wellness and inclusion
- A staff team that is passionate, committed and unified in supporting settlement of newcomer families
- An inner-city organization committed to Truth and Reconciliation
- A family-friendly organization with a comprehensive benefits package
- A place where you can make a difference and feel the rewards of your work on a daily basis

**CANDIDATE PROFILE:** The Child Care Program Assistant Manager is an individual who integrates and balances:

- training and experience as an Early Childhood Educator (ECE) level II or II
- ability to communicate with diverse children and their families,
- initiative and good teamwork skills,
- ability to creatively problem solve,
- commitment to IRCOM's core values of integration, inclusion, social justice and empowerment.
- Work style that is people-centered, holistic and partnership based.
- strong teaching and networking skills and experience,
- great organizational and record keeping skills, and
- thrives in a multicultural environment

**POSITION PURPOSE AND SUMMARY:** The Child Care Program Assistant Manager ensures the provision of quality care for newcomer children by planning, implementing and administering age appropriate programs in accordance with the Care for Newcomer Children (CNC) regulations for children aged 3 months – 12 years in off-site and on-site, non-licensed settings. The Child Care Program (CCP) Assistant Manager will:

- assist in leading a team of Child Care Assistants
- perform administrative tasks required to support the smooth operation of the child care program
- support team members in implementing a responsive, accepting, and developmentally appropriate program for the children and families served
- support IRCOM's community programs (Volunteer, NLI and Common Ground) programs
- implement Community and Child Care Program initiatives.

With the supervision and support of the Language, Child Care and Community Programs Manager (LCCPM), the Child Care Program Assistant Manager is responsible for the following:

### **DUTIES AND RESPONSIBILITIES**

#### **Program Planning and Implementation (70%)**

- Work with minimal supervision across multiple sites with Child Care Assistants in providing front line programs, including planning and delivery of age appropriate activities for children aged 6 months to 12 years, with particular focus on the 6 months to 6 years age group
- Implement CNC Guidelines, developed and monitored by Childminding, Monitoring, Advisory and Support (CMAS), to provide a high-quality program that is safe, healthy, and developmentally appropriate for newcomer children

- Set up, take down and rotate equipment and materials in potential roll away programs as needed
- Take initiative in room arrangement, organizing, tidying, and cleaning within childcare spaces, as well as providing direction to other staff to do so
- Develop relationships with newcomer children, youth, and their families and be a positive role model.
- Work with team members to create a positive environment by utilizing effective, open and positive communication skills
- Develop strong relationships with the Child Care staff, participants and families, and broader IRCOM team
- Help fill any staffing gaps as needed

#### **Administration and Records Management (15%)**

- Assist in program participant registration, tracking information and data entry
- Discuss children's progress or concerns with LCCPM, parents and other staff as needed
- Oversee allergies and special requirements within the program and that information and training is available and shared with those needed in a timely and effective way
- Plan, purchase and organize supplies in consultation with LCCPM

#### **Team and Inter-departmental Support (15%)**

- Develop and maintain staff program schedules, including problem solving around staff absences/scheduling conflicts
- Train staff team on Payworks as needed
- Support LCCPM by providing input for staff performance and development plans
- Take lead on training and onboarding new CCP staff and volunteers
- Be a resource within the program in providing supervision, mentoring, training, and in-house professional development to the Child Care team, volunteers, and community partners
- Provide input or lead special projects within Child Care, NLI, Common Ground, and Volunteer programs as needed, as well as one of IRCOM events
- Attend regular Program meetings, IRCOM staff meetings, participate in inter-departmental committees, as well as other internal and external meetings and events as required
- Adhere to IRCOM's policies and procedures
- Other duties as assigned by LCCPM or designate

#### **REQUIRED QUALIFICATIONS**

- An Early Childhood Education Level II or III Diploma is required
- Minimum of 4 years' experience working with children in a child care setting.
- Recent Criminal Record Check, and clear Child Abuse Registry Check,
- Current certification in First Aid/CPR and Food Handling
- Excellent cross cultural, team management, supervisory and leadership skills
- Excellent understanding of the foundations of early learning and childcare and the ability to share this knowledge in a plain language setting.
- Strong behavior management, group control and room awareness
- Ability to effectively work with people from diverse cultural backgrounds
- Sensitivity to the needs and concerns of newcomer families
- Positive attitude and friendly manner
- Ability to adapt to change, accept interruptions, and to solve problems creatively
- Ability to multi-task, problem solve and work constructively in stressful situations
- Detail oriented, good organization and time management, ability to work with little supervision
- Strong communication skills in English (written and oral)
- Proficient in MS Office and data-management software
- Proof of full COVID-19 immunization upon hire
- Experiences that demonstrate the qualities and values IRCOM seeks for all our staff  
(<https://www.ircom.ca/about-us/work-here/>)

**DESIRED QUALIFICATIONS:**

- Lived experience as a newcomer
- Knowledge of a second language (specifically French, Tigrinya, Somali, Arabic)
- Previous understanding of Provincial Licensing or CMAS requirements

**Hours and Location of Work:** This is a full-time position to a maximum of 37.5 hours per week across all IRCOM sites (95 Ellen, 215 Isabel and 357 Bannatyne). The CCP Assistant Manager's hours will take place predominantly during IRCOM program delivery hours between 9 a.m. and 6:30 p.m. (flexing time out). However, staff will be required to work some evenings and weekends as required by the program.

**Wage: \$23.33/hour**

**Benefits:**

- Group Insurance Plan with extended health, dental, life and AD&D insurance
- Professional development opportunities
- Paid sick and discretionary days
- Employer RRSP contributions beginning in 2<sup>nd</sup> year of employment
- Collaborative, family-friendly and supportive working environment

**APPLICATION PROCESS:** All applicants must be legally entitled to work in Canada.

IRCOM as an organization seeks to reflect the community members it serves. We are committed to providing an inclusive, accessible environment, where all employees, volunteers, tenants and program participants feel valued, respected, safe and supported. IRCOM strives for employment equity. Interested applicants can identify themselves as belonging to any of the following groups: women, Indigenous peoples, visible minorities, and/or persons with a disability. We are dedicated to building a workforce that reflects the diversity of the communities we serve, and to creating an environment where every employee has the opportunity to reach their potential.

For further information, or to apply for this position please use the contact information below. When applying, please note that your cover letter and résumé must clearly indicate how you meet the qualifications.

**Application review will begin after 12 pm, noon on Wednesday, September 20, 2023**  
and will continue until a candidate is selected

Please direct applications and inquiries to:

HR - Selection Committee  
95 Ellen Street  
Winnipeg, Manitoba R3A 1S8  
Email: [hr@ircom.ca](mailto:hr@ircom.ca)  
Fax: 204-943-4810

We thank all applicants for their interest. Only those advancing in the selection process will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you require an accommodation for the recruitment/interview process (including alternate formats of materials, accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs