



Immigrant and Refugee  
Community Organization of Manitoba

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## **IRCOM EARLY CHILDHOOD EDUCATOR (ECE) II – CASUAL POSITION November 2023**

### **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 and committed in supporting the 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 ideal ECE II candidates:

- Is an experienced and certified Child Care professional
- Thrives in a multicultural environment
- Is committed to IRCOM's core values of integration, diversity, social justice and empowerment,
- Works in ways that are people-centered, holistic and partnership based.

**POSITION PURPOSE AND SUMMARY:** The goal of the ECE II position is to ensure the safety and wellbeing of newcomer children ages 6 months and older while their parents participate in programs on site. The ECE II will be responsible to ensure CMAS guidelines are being followed and provide direction and support to the Child Care Assistants while caring for children and ensuring the smooth execution of the Child Care Program. With the supervision and support of the Language, Child Care and Community Services Program Manager, the ECE II will fulfill the following:

### **DUTIES AND RESPONSIBILITIES**

- Lead a team of Child Care Assistants in providing quality child care
- Plan and deliver relevant age appropriate activities for children aged 6 months to 12 years old
- Work with little supervision across multiple locations
- Multi-task and problem solve under pressure and in emergency situations
- Implement Care for Newcomer Children adhering to (CNC) Guidelines, developed and monitored by CMAS, to provide a high-quality program that is safe, healthy, and developmentally appropriate for newcomer children
- Adhere to IRCOM's policies and procedures
- Discuss children's progress or concerns with Child Care Program Manager, parents and other staff as needed
- Set up, take down and rotate equipment and materials in the program as needed
- Work with team members to create a positive environment
- Regular lifting and participating in physical activities
- Attend regular Child Care Program meetings as well as IRCOM staff meetings as available.
- Have effective, open, and positive communication skills
- Be flexible and adaptable
- Other duties as assigned by Program Manager or designate.

## REQUIRED QUALIFICATIONS:

- **Early Childhood Education Level II or III Diploma**
- Current Criminal Record Check, and clear Child Abuse Registry Check
- Valid First Aid and CPR Certificate
- Ability to work effectively with people from diverse cultural backgrounds
- Independent, with ability to provide leadership and direction to other child care staff
- Be flexible and a creative thinker
- Strong communication skills in English (written and oral)
- Sensitivity to the needs and concerns of newcomer families
- Positive attitude and friendly manner
- Strength, stamina and ability to work with active, young children
- Previous understanding of Provincial Licensing or CMAS requirements is an asset but not required
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <https://www.ircom.ca/about-us/work-here/>)

**HOURS OF WORK:** This is a casual, on-call position and the ECE2's hours may take place at any time during IRCOM program hours during weekdays, some evenings and weekends depending on scheduling needs. The successful applicant will need to be available 4:30-9 evenings, and 10-4 on Saturdays. Typical shift is 2.5 hours long.

**WAGE:** \$21.97/hour

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**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 Monday, November 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.