



Immigrant and Refugee
Community Organization of Manitoba

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CHILD CARE ASSISTANT

**Term, Part-time - 20 hours/week, 10 months/year
April 2024**

CANDIDATE PROFILE:

The Child Care Assistant (CCA) is a friendly and responsible person who cares about children. The CCA believes that good quality childcare can make a difference in how children grow and how families adapt well to Canada. The CCA is committed to IRCOM's mission of empowering newcomer families to integrate into the wider community through affordable transitional housing, programs and services. The Child Care Assistant will exhibit and uphold IRCOM's core values of integration, diversity, advocacy and empowerment, and they will work in a way that is people-centered, holistic and partnership based.

POSITION PURPOSE AND SUMMARY

Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba Inc. (IRCOM), the Child Care Assistant:

- implements and supports programs for newcomer children aged 6 months to 12 years of age,
- develops nurturing relationships, and
- supports parents and the Child Care and IRCOM staff teams

Reporting to the Language, Child Care and Community Services Program Manager and Child Care Program (CCP) Assistant Manager the Child Care Assistant provides on-site quality childcare to children while their family members attend IRCOM programs at various sites. The Child Care Assistant works with team members to create an environment where children and their guardians feel safe, loved, cared for, welcome, supported, and included. Together, the Child Care Assistant and the team create an environment that shows respect for all cultures and abilities.

With the supervision and support of the Language, Child Care and Community Programs Manager, with day-to-day supervision provided by the Early Childhood Educator (ECE) on-site, the CCA will be responsible for the following:

DUTIES AND RESPONSIBILITIES

Program Implementation (70%)

- Adhere to current Care for Newcomer Children (CNC) Guidelines in all program implementation
- Implement age appropriate and inclusive activities that support and promote the physical, cognitive, emotional and social development of newcomer children aged 6 months to 12 years
- Actively participate in play based programs and demonstrate positive regard for participants by sitting, interacting and playing with children
- Guide and assist children in the development of proper nutrition, dressing and toilet habits
- Encourage positive behaviours through a variety of positive guidance techniques and by following the Child Care Program's behaviour management guidelines
- Lead special projects as directed by Program Manager or designate
- Prepare and serve snacks in accordance with program menu and guidelines from public health
- Set up, take down and rotate equipment and materials in the roll away program as needed
- Prepare and clean child care program spaces and supplies as needed

Program Support (20%)

- Assist Early Childhood Educator (ECE) to observe and assess children, to provide a stimulating, language-rich environment, and to plan age appropriate activities that support the physical, cognitive, emotional and social development of newcomer children aged 6 months to 12 years
- As directed by the ECE, complete all necessary documentation, recording participant registration and program attendance, and preparing reports for parents and Program Manager
- Make recommendations to Program Manager or ECE regarding special projects, arrangement of programming space, and purchase of program materials, supplies and equipment
- Report issues of need, irregularities and/or concerns to Program Manager as they arise

Relationship Development and Parental Support (5%)

- Develop nurturing and trusting relationships with children in care
- Foster trusting and collaborative relationships with families of children in care
- Communicate daily activities and learning to parents using appropriate verbal, multi-lingual and non-verbal methods
- Advocate for and assist children and families in navigating and accessing educational, medical, developmental and social services and systems
- Assist parents of children to fill out registration and program evaluation forms
- Communicate program policies and procedures to children's parents in an accessible, respectful and kind way
- Maintain confidentiality of all information pertaining children, families and staff

Team & Inter-departmental Support (5%)

- Establish and maintain collaborative relationships with co-workers
- Attend regular staff meetings and trainings as requested.
- Engage in ongoing professional development
- Follow all applicable IRCOM policies and procedures
- Perform other duties as assigned by Program Manager or designate

REQUIRED QUALIFICATIONS

- Ability to work with people from diverse cultural backgrounds effectively
- 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, carry and play with active, young children
- Ability to work as a team player as well as take initiative and work with minimal supervision
- Flexible availability to work for evening and weekend programming as needed
- Current First Aid/CPR training completed or commitment to complete it as condition of hire
- Present a current Criminal Record Check and maintain a clear Child Abuse Registry Check
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <http://www.ircom.ca/about-us/work-here/>)

DESIRED QUALIFICATIONS

- Completion of 40 hour Science of Early Childhood Education course or equivalent program
- Current Food Handler's certificate
- Knowledge of a language represented by the community (Arabic, Amharic, Tigrinya, Somali, etc)
- Newcomer and refugee experience
- International education/experience is valued

WAGE: \$16.89/hour. This is a scheduled position with wage in accordance with the Collective Agreement between the Immigrant and Refugee Community Organization of Manitoba Inc. and the United Food and Commercial Workers Local 832.

BENEFITS:

- Professional development opportunities
- Collaborative, family-friendly and supportive working environment

HOURS OF WORK: The part time position is for a minimum average of 20 hours/week for 10 months/year (September to June) and is a term position from April 17, 2024 to March 31, 2025, with possibility of extension (pending funding). Weekly schedule includes significant portion daytime hours but applicants must be available to work for evening programming hours.

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 **Wednesday, April 24, 2024**
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

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.