



WoodGreen Community Services *Job Posting*

Our Vision:

A Toronto where everyone has the opportunity to thrive

ECE Program Staff

Employment Type:	Contract (1 year), Bargaining Unit
Work Hours:	35 hours/week
Salary:	F8 - \$44,960
Application Deadline:	December 14, 2017 by 5:00 pm

Who We Are

A United Way Anchor Agency, WoodGreen combines significant scale and a proven track record with an entrepreneurial mindset, continuously seeking and developing innovative solutions to critical social needs.

Now in our 80th year, we are one of the largest social service agencies in Toronto, serving 37,000 people each year. We're a group of diverse individuals who value respect, excellence, compassion, integrity, and team work.

Visit www.woodgreen.org to learn more about who we are and what we do.

Program Overview – Child Care Services, Child Care & Family Services

WoodGreen serves over 700 children through seven licensed child care centres in Toronto's east end and at Pape House. Our curriculum is based on the most up-to-date practices and is designed to respond to each child's individual needs and interests. In addition to our year-round programs, we also offer a summer camp program. Committed to continual learning and excellence, we work with a variety of partners to deliver our many services for children and families.

What You Will Do

- Responsible for the guidance and care of children in groups and for the planning and implementation of daily programs that enhance the social, physical, intellectual, cognitive and emotional development of children.
- Responsible for setting reasonable limits according to the child's developmental stage, and for giving appropriate direction, encouragement and support individually and in groups. This includes providing extra stimulation to help delayed children when necessary.
- Responsible for recognizing, dealing with, and defining unusual behaviour and, if unable to deal with behaviour successfully, reporting to Manager and working with various professional and resource persons as required to alleviate problems.
- Responsible for recording the daily attendance of the children, receiving medical information as required especially in cases of ongoing absenteeism, and reporting to the appropriate personnel.
- Responsible for the daily safety, health and hygienic conditions of the children.
- Responsible for safely escorting children outside of the centre and ensuring that adequate supervision is provided on all outings.
- Responsible for written daily reports on children, for completing written assessments and developmental checklists as required, and for informing parents on an on-going basis about children's progress.

- Responsible for the upkeep of equipment and furnishings, for informing the Manager when replenishment is necessary, for sharing housekeeping responsibilities, and for assessing equipment needs and making recommendations regarding purchases.
- Responsible for reporting any signs of physical or mental abuse of any children in care to the proper authorities.
- Responsible for performing housekeeping duties which may include but are not limited to the following: sweeping, disinfecting washroom/diaper change facilities, cleaning and set-up of lunch tables, preparing and serving lunches, laundry, and other duties as designated.

What You Bring to the Team

- Early Childhood Education Diploma
- Current registration with the College of Early Childhood Educators (RECE)
- Standard First Aid/CPR-C

What Will Set You Apart

- Demonstrated ability to direct, instruct and care for children: infants, toddlers, preschool, school age: aged 0-12
- Demonstrated understanding of Early Learning Framework
- Ability to handle emergencies
- Ability to work cooperatively with others and provide work direction as required
- Ability to use professional judgment on a daily basis within established guidelines
- Ability to accommodate competing demands
- Ability to maintain neat and accurate records and prepare reports
- Ability to communicate effectively both orally and in writing with children, parents, staff, teachers and the public
- Ability to maintain confidentiality of all information related to children, parents and staff
- Ability to speak a second language is considered an asset
- Health assessment including up-to-date immunization records and TB test required

Why You'll Want to Work With Us

At WoodGreen you will be part of an amazing team that does amazing things for our community.

We offer:

- ✓ Competitive salary and excellent benefits packages for PSW, contract and full-time employees
- ✓ Ongoing training and opportunities for career advancement within the organization
- ✓ Formal staff recognition and appreciation programs
- ✓ Access to group discount programs and purchases

To Apply

Submit your resume and cover letter, **quoting the position title in the subject line**, as follows:

WoodGreen employees ONLY to:	hrjobs@woodgreen.org
External applicants to:	childcarejobs@woodgreen.org

WoodGreen is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at hrjobs@woodgreen.org of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.