



WoodGreen Community Services *Job Posting*

Our Vision:

A Toronto where everyone has the opportunity to thrive

Child Care Program Assistant

Employment Type:	Casual, Bargaining Unit
Work Hours:	Fluctuating Hours
Salary:	C1 - \$16.25
Application Deadline:	Ongoing

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 assisting in the implementation of daily programs that enhance the social, physical, intellectual, cognitive and emotional development of children.
- Ensure the safety, health and well-being of the children under care.
- Responsible for working as a team with other staff to maintain high standards of operation.
- Responsible for safely escorting children outside of the centre along with RECE program staff and for contributing to the adequate supervision of children on all outings.
- Responsible for developing and maintaining good relationships with parents.
- Responsible for reporting any signs of physical or mental abuse of any children in care to the proper authorities.
- Responsible for developing and maintaining effective working relationships and communication with appropriate internal personnel as required.
- 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.
- Responsible for disinfecting toys according to schedule
- Responsible for checking the outdoor facilities for safety and reporting any unsafe conditions to the appropriate personnel.

What You Bring to the Team

- High school diploma
- Early Childhood Assistant Certificate OR proof of completion of one year of Early Childhood Education program at a recognized Ontario College
- Standard First Aid/CPR-C

What Will Set You Apart

- Experience in licensed child care work and activities including student practicum placements
- Additional experience with children aged birth to school age
- Demonstrated ability to direct, instruct and care for school age children aged 6-12
- Ability to handle emergencies
- Ability to work cooperatively with others
- Ability to use professional judgement on a daily basis within established guidelines
- Ability to accommodate competing demands
- Ability to maintain neat and accurate records
- Ability to maintain confidentiality of all information related to children, parents and staff
- Knowledge of child development and learning needs of children aged 0-12
- Ability to work with children and parents who have experienced violence or homelessness, and some understanding of this population's unique issues
- Understanding of community development and child centered approaches
- Experience working with children with emotional or social challenges an asset
- Excellent communication and problem solving skills
- Understanding of community development and child-centered approaches
- 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.