



Newcomer Family Resource Network

October 2016

**Early Childhood Educator Level II- Lead
Fort Richmond**

Job Overview:

To provide quality care with a child-centred approach to the children participating in the Care for Newcomer Children (CNC) program ensuring health and safety. The ECE Lead Child Care Worker in the English as a Second Language (ESL) Program is responsible for the planning and implementation of an age appropriate program for children aged 6 months – 5 years in an on-site, license-not-required setting.

Role and Responsibilities:

- Follow all CNC requirements
- Develop a multicultural and age-appropriate programme for children of parents attending the ESL program
- Maintain close contact with parents concerning children's behaviour and development in the child care facility
- Work with the other staff members to plan and implement activities which will support and encourage English language learning while valuing and maintaining the first language
- Welcome and become acquainted with parents and orient them to programs and services when necessary
- Maintain accurate child and program records such as child's attendance, staff time sheets, child registration, field trip permission slips, activity description, snack plans, etc.
- Supervise child care worker(s) assistants and volunteers – including an annual performance review for each child care worker assistant
- Purchase programme supplies where required

Qualifications:

- Manitoba Early Childhood Education Level II Diploma
- Valid First Aid Certificate – Level B CPR
- Valid Criminal Record Check, and clear Child Abuse Registry Check
- Strong planning, organizational, leadership and communication skills
- Ability/experience working in a multicultural environment
- Knowledge of a language other than English an asset
- Sensitivity to the needs and concerns of immigrant families
- Strength stamina and ability to work with active, young children
- Demonstrated strong ability to work as a member of a small team

Job Details:

- Location: Fort Richmond – Dalhousie and Silverstone area
- Schedule: Start immediately - 14 hours per week from September – June with unpaid school breaks. Monday-Thursday mornings from 9:00-11:30 (program time) Additional hours for planning and meetings
- Salary: \$17.56-\$18.08 per hour

How to Apply:

Please email résumé and cover letter by Thursday, October 27, 2016 to:

Kym Bottomley
Childcare Co-ordinator
Mosaic – Newcomer Family Resource Network
397 Carlton Street
Winnipeg, MB R3B 2K9
kbottomley@mosaicnet.ca

Please include "ECE" in the subject heading of your email

We appreciate all applications; however, only short listed applicants will be contacted