



Newcomer Family Resource Network

**Early Childhood Educator Level II
River Heights Location**

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 LINC (Language Instruction for Newcomers to Canada) program is responsible for the planning and implementation of an age appropriate program for children aged 6 months – 36 months in an on-site, license-not-required setting.

Role and Responsibilities:

- Follow all federal CNC requirements
- Develop a multicultural and age-appropriate programme for children of parents attending the LINC 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 and snack when 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: 465 Stafford Street, Bethel Mennonite Church
- Start Date: September 4, 2018
- Schedule: Monday, Tuesday, Wednesday and Friday 8:45 am – 11:30 am and 12:45 pm – 3:30 pm
program delivery 32 hours per week includes program delivery, planning and meeting time
September 2018 – June 2019 following the school schedule including unpaid breaks in December and spring break
- Salary: \$18.44 to start
- Benefits: Full extended health and dental benefits package available after probation

How to Apply:

Please email résumé and cover letter by Wednesday, August 22, 2018 to:

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

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

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