



## **JOB POSTING**

**POSITION TITLE:** TERM POSITION- FULL TIME CHILDCARE STAFF FOR NEWCOMER CHILDREN (CNC) PROGRAM - EARLY CHILDHOOD EDUCATOR (ECE) II

**SECTION:** SETTLEMENT SERVICES

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### **PRIMARY FUNCTION**

Plan, implement and promote cultural adaptation for the newcomer kids in Canada. Ensuring quality care to newcomer children and their families as well as the health and safety of WIS clientele while maintaining a child-centred approach.

### **ESSENTIAL FUNCTION AND RESPONSIBILITIES**

- Provide a caring, nurturing and stimulating environment and program for our preschool children and their families.
- Interact with children in a positive, constructive, nurturing, and productive manner.
- Responsible for observing and documenting daily experiences and developing meaningful relationships with children and families through daily contact and interactions.
- Be able to plan and implement a developmentally appropriate program to encourage wonder and curiosity in children.
- Facilitate Family Programs for families as well as adults.
- Provide parent and staff orientation, as needed including communicating with co-workers and families
- Establish and maintain effective and positive working relationships with the children, families, and staff
- Ensure sufficient and appropriate materials/equipment are in place for the CNC and Family Program.
- Ensure that all CNC and Family Program records/files are accurately maintained.
- Manage volunteers, practicum students and casual workers involved in the program
- Consistently provide basic needs of all children (food, shelter, clothing, rest, hygiene, first aid).
- Implement an anti-bias curriculum by promoting diversity and acceptance of individual differences and support to individual clients or families, as necessary
- Work closely with settlement facilitators to determine settlement plans for newcomer families.
- Attend regular meetings with staff, provide regular feedback to program Manager and Perform other tasks assigned.



### **SKILL AND ABILITIES**

- Leadership skills
- Effective Problem-Solving skills
- Knowledge of data-based programs
- Knowledge of issues facing newcomer families
- Ability to manage client caseloads
- Organizational and time management skills
- Creative thinking and problem solving
- Excellent oral and written communication skills
- Ability to work independently and as part of a team

### **Requirements:**

- Previous experience working with children
- Ability to positively engage with children and families
- Current clear Criminal Record and Child Abuse Registry clearance, dated within last 6 months
- Knowledge and understanding of the developmental needs of children 19 months and up
- Flexible and adaptable
- Work effectively independently as well as with others
- Culturally sensitive
- Working knowledge of computer (Microsoft Office Suite)
- Flexibility in schedule
- Early Childhood Education (ECE) Certificate

### **PHYSICAL DEMANDS**

- Light lifting on occasion

### **BASIC QUALIFICATIONS**

- Current Infant/Child First Aid and CPR Certificate.
- Manitoba Child Care Program ECE II Classification preferred, 1 year of childcare education is required
- Graduation from a recognized College or University program.
- Additional training may be required for staff working with children with special needs.



**POSITION DETAILS**

Job Type: Full-time, Term position until March 31, 2022  
Hours of work: **37 hours every week, within the hours of 9 a.m. to 5:00 p.m. Monday-Thursday (4:30 p.m. on Friday)-Days, Evenings and/or Weekends are often required.**

**If you are interested in this position, please send a reply with a cover letter and resume by email, to: [hr@westmanimmigrantservices.ca](mailto:hr@westmanimmigrantservices.ca)**

**Deadline to apply – Friday, September 24, 2021.**

**Prior applicants are still in the running, there is no need to reapply. Thank you to all who apply, but only those selected for interviews will be contacted.**