

Internal/External Job Posting
January, 2012

Job Posting

Position: Early Learning Assistant / Supported Child Development Support
Worker / Respite and Skills Worker - Casual Relief

Summary of Duties: See attached Job Description

Required Qualifications: See attached Job Description

Classification / Salary: \$18.39 - \$ 20.11 as per community Sub Sector

Hours of Work: Casual Relief – Hours will vary

Closing Date: January 31st 2012

Applicants must submit a letter of interest
By closing date indicated above to:
Shiante Pereira
Community Programs Supervisor
and/or
Cindy Singer
Early Learning Program Supervisor
10417-106th Avenue
Fort St John, BC
V1J 2M8
Phone 250 -785-3200
Fax 250-785-3202

Cc: Terry Beard (HSA Steward)
Tana Miller



CHILD DEVELOPMENT CENTRE OF FORT ST. JOHN AND DISTRICT

JOB DESCRIPTION

JOB TITLE: Early Learning Program Assistant, 81301

JOB SUMMARY: Under the direction of Early Learning Program Supervisor and Early Learning Program Teachers, the ELP Assistant will provide support to the ELP program and the children in the classroom. The ELP Assistant works as a team member with other staff and the children providing general support and assistance to the whole program to ensure effective inclusion of the children.

CLASSIFICATION / PAY LEVEL: HSA Community Subsector Agreement
Benchmark Number: 81301
Benchmark Title: Supported Child Care Worker
Grid Level – 8 (Under Review)

SUPERVISOR: Early Learning Program Supervisor

SKILLS AND ABILITIES:

- Ability to communicate effectively, both verbally and in writing
- Ability to work independently and in cooperation with others
- Ability to operate related equipment
- Ability to organize and prioritize
- Knowledge of child development

QUALIFICATIONS:

- Completion of Grade 12
- Completion of one early childhood education course and / or completion of a child and youth related course, or equivalent combination of education, training and experience. Must be licensed as an Early Childhood Assistant as approved by the appropriate licensing body in the Province of British Columbia.
- Completion of FoodSafe, basic level First Aid and CPR.

FUNCTIONS:

1. Assists the ELP Teacher and Supervisor in providing an environment to stimulate the physical, intellectual, speech-language, social, and emotional development of children enrolled in the child care setting.
2. Participates in the planning and preparation of activities for the ELP program.
3. Works with individual children or a group of children within the ELP program.
4. Assists with the promotion of involvement of the children in all of the daily routines and activities and assists with ensuring the safety of children in the program.
5. Submits time sheets, expense sheets, leave requests, statistical information, and other records as required.

6. Performs cleaning duties such as sanitizing toys and cleaning the classroom as needed.
7. Performs food preparation and clean-up for snack in the ELP classroom.
8. Assists with the setting up of activities such art supplies and other related materials.
9. Assists the ELP Teacher and Supervisor with supervision during outside play time and during other required activities.
10. Performs other related duties and tasks as required based on the specific needs of the preschool program.



CHILD DEVELOPMENT CENTRE OF FORT ST. JOHN AND DISTRICT

JOB DESCRIPTION

JOB TITLE: Supported Child Care Worker, 81301

JOB SUMMARY: Under the direction of the Community Program Consultant/Supervisor, the Supported Child Care Worker will provide the extra staffing support to the child care centre in order for children with extra support needs to fully participate in the child care setting chosen by their families. The Support Worker works as a team member with the childcare setting staff and with all the children and families providing general support to the whole program to ensure effective inclusion of the children.

CLASSIFICATION / PAY LEVEL: HSA Community Subsector Agreement
Benchmark Number: 81301
Benchmark Title: Supported Child Care Worker
Grid Level - 8

SUPERVISOR: Community Program Consultant/Supervisor

SKILLS AND ABILITIES:

- Ability to communicate effectively, both verbally and in writing
- Ability to work independently and in cooperation with others
- Ability to operate related equipment
- Ability to organize and prioritize
- Knowledge of child development

QUALIFICATIONS:

- Completion of Grade 12
- Completion of one early childhood education course and / or completion of a child and youth related course, or equivalent combination of education, training and experience
- Completion of basic level First Aid and CPR.

FUNCTIONS:

1. Work as a team member in the child care setting to plan and implement strategies, activities and experiences to meet goals and objectives in keeping with the child's Individualized Service Plan
2. Includes culturally appropriate experiences that support and promote all children in the setting
3. Assists in providing an environment to stimulate the physical, intellectual, speech-language, social, and emotional development of children enrolled in the child care setting by working collaboratively and cooperatively with other staff, therapists, and

- colleagues. Promotes the involvement of the children in all of the daily routines and activities. Ensures safety of children in the program.
4. Contributes to the development of Individualized Service Plans in conjunction with families and team members. Monitors and evaluates ISP regularly and makes adjustments as required with consultation of above individuals.
 5. Provides assistance with children's personal care including diapering, toileting, dressing, and eating and encourages the development of self-care skills.
 6. Communicates relevant information to other team members.
 7. Communicates with parents/guardians regarding children's participation, including both successes and difficulties. This communication may be verbal or may involve use of written information such as a communication book.
 8. Documents the child's progress according to program guidelines.
 9. Submits time sheets, expense sheets, leave requests, statistical information, and other records as required.
 10. Assists the Community Program Consultant/Supervisor with the transition to/from various program (such as Kindergarten).
 11. Performs other related duties and tasks as required based on the specific needs of the family, the program and the community.



CHILD DEVELOPMENT CENTRE OF FORT ST. JOHN AND DISTRICT

JOB DESCRIPTION

JOB TITLE: Respite and Skills Worker

JOB SUMMARY: Under the direction of the Special Services Supervisor, the Respite and Skills Worker will implement the individualized program plan and provide personal care for children and youth with special needs (birth to 19 years of age) in the home, Child Development Centre, or community.

CLASSIFICATION / PAY LEVEL: HSA Community Subsector Agreement
Benchmark Number: 81301
Benchmark Title: Supported Child Care Worker
Grid Level 8
CURRENTLY UNDER REVIEW

SUPERVISOR: Special Services Supervisor

SKILLS AND ABILITIES:

- Proven ability to work in a team environment
- Must be self-directed, motivated, and able to work independently and in cooperation with others
- Uses initiative and performs routine tasks with minimal supervision
- Communicates effectively, in English, both verbally and in writing
- Physically able to perform the duties of the position including the ability to safely lift, push, and pull children or equipment weighing up to 15 kg

QUALIFICATIONS:

- Graduation from Grade 12
- Completion of one early childhood education course and / or completion of a child and youth related course, or equivalent combination of education, training, and experience.
- Minimum of one year experience working with children and youth
- Must hold a valid BC driver's license and have access to a reliable vehicle for work use

FUNCTIONS:

1. Works with children and youth with special needs on a 1:1 basis or in groups in the home, at the Child Development Centre, or in the community. Program is designed to provide Respite for caregivers and/or development of skills therefore "work" as determined by parents based on their goals – may include activities such as: recreation (swimming, movies, etc) and/or specific activities to build skills such as shopping to learn how to handle money and make appropriate change. Provides a

- safe and supervised environment. Siblings are included in activities if appropriate. Peer interaction is encouraged dependent upon goals established.
2. Assists in the development and updating of individualized program plans for the children and youth in collaboration with the families/guardians, the Supervisor, and other service providers. Implements the individualized program plans when working with the children or youth. Reviews information about clients on an on-going basis.
 3. Assists the child or youth with personal care including diapering, toileting, eating, bathing, dressing, and sleeping. Encourages the development of self-care skills as appropriate.
 4. Administers medications according to CDC guidelines.
 5. Transports the children or youth to appropriate settings within the community and surrounding area.
 6. Communicates relevant information about the children or youth to the families/guardians, the Special Services Supervisor, and to other service providers at the Child Development Centre. (Relevant information may include: child's mood, activities engaged in during session with worker, concerns regarding abuse, difficulty implementing strategies provided by other professionals involved with child, etc)
 7. Documents sessions with children or youth according to program/agency guidelines. Submits reports to the Supervisor as required.
 8. Contacts the families/guardians to schedule client visits according to guidelines from the Special Services Supervisor. Provides an up-to-date schedule to the Supervisor monthly and promptly informs the Supervisor of cancellations or rescheduling. Confirms dates and times of scheduled visits with the families/guardians.
 9. Cleans toys and equipment and workspaces after use.
 10. Submits accurate time sheets, mileage/expense records, leave requests, statistical data and other records as required.
 11. Attends staff meetings and participates in relevant committees at the CDC.
 12. Performs other related duties as assigned.

Additional Information:

- Experience working with children and youth with special needs is an asset
- Completion of Child Safe, CPR, or other first aid course is an asset (requirement of position – though if prospective employees do not have it, employer pays course fees and wages to attend)