



Employment Opportunity

Position Title: Child Care Leader, Out of School Care	Position Number: 2018-154
Department: Child, Youth & Family Services Location: Brentwood Elementary	Days/Hours of Work: Monday to Friday, 2pm – 6pm, 20 hours per week
Salary: \$15.43per hour, plus 10.2% in lieu of benefits	Posting Period: December 3 – 18, 2018
Start Date: As soon as possible End Date: Upon return of the incumbent	Status: Temporary

JOB SUMMARY:

We are an award-winning and Accredited not-for-profit that helps people and improves lives through a range of programs and services, including providing extensive Child, Youth, Family and Counselling Services. We offer a competitive salary and a rewarding, stimulating work environment.

The Otter Be Fun Care Program provides professional, licensed after-school care for 5 to 12 year-old children, at Brentwood Elementary. The program includes numerous activities focusing on fun, learning and healthy socializing. Reporting to the Program Supervisor, the Child Care Worker joins a caring and compassionate team that provide an engaged and safe and environment.

DUTIES AND RESPONSIBILITIES:

- Implement activities for the children
- Create and support inclusion for all children
- Overall supervision of the children registered in the program
- Ensure that the children are safe and well cared for
- Log attendance, noting any non-attendance communicated via phone calls, voice-mails or verbally to the school office
- Note all messages, and responses in the communication log for all staff
- Maintenance of open and frequent contact with the parents, referring issues to the program manager, or the Out of School Care Coordinator in the absence of the manager
- Organize, program plan, problem solve, and generally maintain a well-run care facility for children
- Ensure provision of varied programs of creative activities, outings and supervised play, to meet the needs of the children in the program
- Maintain licensing standards, being fully aware of VIHA policies and procedures

- Ensure that the program room and equipment are clean and in good repair, this includes wiping tables, dish washing, etc. (daily and weekly duties)
- Help to prepare healthy snacks
- Attend staff meetings to program plan, organize and problem solve
- Model appropriate staff behavior for other staff and volunteers
- Discuss any noted staff problems with the supervisor

QUALIFICATIONS:

- Current WHMIS Certificate (Completion on hiring)
- Current Food Safety Certificate (Completion on hiring)
- Able to effectively use a computer and electronic devices
- Access to a computer and access to the internet

Must meet the Licensing Standards of a “Responsible Adult”:

- Must be 19+ years of age
- Must have completed 20 hours of education or training
- 3 positive references
- A clear Solicitor General Criminal Record Check
- Current First Aid Certificate (as per Licensing Regulation)

KNOWLEDGE, SKILLS AND ABILITIES:

- Able to provide a warm, caring learning environment
- Flexible to changing needs of the program and children
- Able to work successfully in a team environment
- Problem solving and multi-tasking skills
- Experience in an OSC program an asset

WE LIVE SAFETY!

The safety of our clients, staff and volunteers is a priority of Beacon Community Services. We promote healthy and safe working conditions in all of our operations. We are committed to continuously improving safety and *it is essential to this position*. We further support safety through the active participation and co-operation of management, supervisors, workers and joint occupational health and safety committees.

APPLICATIONS:

All interested applicants can [Apply Now!](#) quoting the position vacancy number 2018-154. Please note only those applicants who are selected to continue in the recruitment process will be contacted.