

Job posting: Infant & Toddler-Certified Early Childhood Educator

Fernwood Neighbourhood Resource Group is a progressive, innovative non-profit organization run by and for the residents of Fernwood, a culturally diverse and artistic neighbourhood in beautiful downtown Victoria.



Infant & Toddler-Certified Early Childhood Educator

Fernwood NRG is looking for a full-time Infant & Toddler-Certified Early Childhood Educator (up to 40 hours/wk) to assist in delivering quality child care to our community through our Infant & Toddler Centre.

The ideal applicant will be a fun-loving, creative team leader with a true passion for working with children.

Applicants must be BC-licensed Infant & Toddler Early Childhood Educators.

The initial rate of pay for this position is \$15.00 per hour with an increase after one year's employment. A health and benefits package is available after six months. Relocation assistance is also

available for candidates currently living outside the Capital Region.

Qualified applicants should forward their resumes by November 6, 2009 to

Fernwood Neighbourhood
Resource Group
1240 Gladstone Avenue
Victoria, BC
V8T 1G6

Resumes can also be faxed to:
250.381.1509; or emailed
to: careers@fernwoodnrg.ca



Fernwood NRG thanks all applicants for their interest and advises that only those to be interviewed will be contacted.

The successful candidate will be required to submit to a criminal records check.





Position Title	Infant & Toddler Educator	Number of Positions	1
Program	Family Services	Location:	
Supervisor	I&T Supervisor	Fernwood Community Centre Annex (behind 1240 Gladstone)	

Program

Our Family Services Department provides outreach, support and child care services, primarily for families in the neighbourhood of Fernwood but not to the exclusion of others. This department includes 25 spaces of group care for ages 3-5 years and 15 spaces for infants and toddlers (6-35 months), as well as supportive programming for new and expectant parents.

Purpose of Position

Under the direction of the I&T Supervisor, the Infant & Toddler Educator will provide care for children in the Infant and Toddler Daycare as part of an ECE/I&T-certified team, using the Primary Care Model.

Specific Accountabilities/Deliverables

80% - Child Care: Provide developmentally-appropriate experiences for the children throughout the day; use positive non-physical reinforcement with children; be responsible for primary care group changes, physical needs and comforts (diaper changes, feeding, etc.); administer medication to children as necessary.

10% - Compliance: Ensure cleanliness and safety of inside and outside areas at all times; ensure supervision of children at all times; maintain proper placement of staff throughout the room or outside area; make sure staff to child ratio is maintained at all times; be aware of and follow organizational and licensing procedures/regulations.

5% - Facility Cleaning/Maintenance: Participate in annual Cleaning Day; ensure facilities are in acceptable working order; complete minor repairs; report any supplies running low to supervisor.

5% - Administrative Duties: Report all concerns with children to supervisor; participate in monthly staff meetings; organize and display children's art.

Financial Responsibility

None

Special Requirements

ECE Diploma with I&T Certificate; Level 1 Occupational First Aid; Criminal Record Review; Doctor's note indicating ability to work with children.

Tools/Equipment

Cribs; gates; locks; food preparation equipment; diapering equipment; sleeping equipment; protective equipment/clothing (raincoats, sunscreen, hats, mittens, etc.); art equipment; other child-related items (books, toys, etc.)

Working Conditions

Moderate physical effort required to regularly lift infant/toddler-aged children; frequent use of joints when bending over to pick up children, clean up spills, lock gates, etc.

Selection Criteria

ECE Diploma with I&T Certificate; Genuine dedication to providing child care; Ability to take initiative and works towards continuous improvement of programming, curriculum and facilities. Ability to work as part of a team, maintaining open and positive communication with other staff.