



**Social Enterprise for Canada (SEC)** is a progressive charitable organization, dedicated to creating communities that exemplify Canadian values. SEC maintains its head office in Newmarket and provides a range of community services in York, Peel and Simcoe Regions. Our services include Supervised Access Programs, EarlyON Child & Family Centres, Settlement and newcomer services and the Boys & Girls Club of York Region. The Boys and Girls Club of York Region provides after school services for children and youth, leadership and skill development programs, Licensed child care and child minding and camp services.

Social Enterprise for Canada is seeking candidates for the position of:

### **Child Minding Worker - Canada Prenatal Nutrition Program**

We offer Canada Prenatal Nutrition Programs in partnership with Rose of Sharon, Social Enterprise for Canada and Pathways for Children, Youth and Families of York Region.

This is a prenatal program for single women, teens and women who are newcomers to Canada. It is a free community-based service that provides food, nutrition information, support, education, referral and counselling on health issues. Transportation is available if needed.

The **Child Minding Worker** is responsible for collaborating with a team to provide a safe and caring environment for the children of those using the program. In addition, the Child Minding Worker supports the development and implementation of children's programs; facilitate various activities that promote physical activity, healthy eating and nutrition, positive personal development and wellness. Child Minding Workers are motivated enthusiastic team players with knowledge of child development and positive behaviour management practices.

#### **Job Duties:**

- Assists in planning and delivering an inquiry based emergent curriculum
- Maintain a clean and organized program environment, reporting any repairs and concerns to senior staff.
- Supervise children attending the program and promote safety and respect amongst all participants.

- Conducts safe and appropriate activities for children.
- Ensure a friendly and supportive atmosphere is maintained by using appropriate strategies to support children in managing their behaviour.
- Actively respond to the individual needs of children and establish stable and consistent relationships with each child and their families/caregivers
- Maintain confidentiality.
- Ensure that the health and safety needs of the children are met and all health and safety issues are dealt with immediately and appropriately. Ensure correct procedures are followed for administering first aid.
- Maintains records, reports problems and concerns to senior staff as required.

**Location and Hours: Wednesdays 12:30 pm-4:00 pm** - EarlyON Child & Family Centre (10610 Bayview Avenue, Richmond Hill ON L4C 3N8)

- Flexibility required to attend meetings and/or trainings at various affiliates sites
- 12 month contract position, renewal contingent on funding and satisfactory performance

**Compensation: \$16.00** per hour

**Requirements:**

- Completion of Grade 12 Diploma
- Completion of an Early Childhood Education Assistant Certificate Program would be an asset
- Experience working with young children in child care or similar setting.
- Current CPR and First Aid Certificate.
- Current Satisfactory Vulnerable Sector Screen
- All immunizations up to date including Tuberculosis (TB) test
- Valid Driver's License and/ or access to reliable transportation.
- Strong verbal, written and interpersonal communication skills
- Ability to work as a team member in a dynamic, complex environment.
- Ability to perform the physical requirements of the job including frequent standing, walking bending, kneeling, crouching or crawling. Ability to use various sports equipment used in program.

**All interested candidates should submit a cover letter and resume to the attention of the Hiring Committee by email to: [human.resources@socialenterprise.ca](mailto:human.resources@socialenterprise.ca)**

**Please quote File # CMW0918 in your cover letter and subject.**

We thank all candidates for their interest; however only those selected for an interview will be contacted. No telephone inquiries please.

**Deadline: September 13, 2018**

*Social Enterprise for Canada is committed to providing equal opportunities to all candidates and to meeting the needs of people with disabilities. Should you be contacted regarding an employment opportunity and require an accommodation for a disability, we will be please to work with you to identify how we can best support you through the process.*