



India Rainbow Community Services of Peel (IRCS)

JOB POSTING

- Job Position:** Early Childhood Educator – Arabic Speaking
Department: Settlement Services
Status: Monday to Friday – 32.5 hrs per week
Contract position until March 31, 2017 with the possibility of an extension
Location: Mississauga & Brampton

India Rainbow Community Services of Peel (IRCS) is a charitable, non-profit, community based organization. Our services are non-religious and non-political. Our mission is to provide culturally and linguistically appropriate services to the Peel immigrant community, enabling integration and supporting their settlement, social services, health, and educational needs.

Position Summary:

Under the general guidance of the Manager, the incumbent will assist in the implementation of the Childminding program in conjunction with the Lead Childminder.

Responsibilities and Duties: *(but not limited to)*

- Provide a safe and positive environment for children on a daily basis, maintaining a client-centered approach
- Organize and provide age-appropriate activities and routines for children in different age-groups
- Provide activities for school age children when they are in the program
- Be ready to accept children at the start of program, and supervise their departure
- Check children for injuries or illness as they arrive
- Ensure the room is set-up appropriately and that preparations are complete prior to the children's arrival
- Ensure all mandatory safety requirements are up to date and current
- Demonstrate in practice a good understanding of children's growth and development
- Monitor children's behavior with each other and intervene as needed
- Monitor all entrances and exits at all times and ensure that children are always supervised
- Participate and conduct monthly fire drills
- Assist LINC parents and children during field trips
- Inspect and maintain toys and equipment to ensure children's safety
- Behave appropriately with the children, individually and in groups
- Assist with orientation to new parents and communicate with them regularly
- Assume an equal share of housekeeping responsibilities
- Respond sensitively to the cultural heritage, values and individual experiences of children
- Assist with monthly reports and statistical reports for the program
- Attend, promote and provide assistance to designated community/outreach activities involving IRCS
- Must be able to attend meetings and professional development activities when required
- Perform other duties as assigned

Qualifications and Skills:

- Diploma in Early Childhood Education (ECE) and experience in a childcare setting
- Member in good standing with the College of Early Childhood Educators Ontario
- Excellent communication, interpersonal and problem-solving skills
- Ability to work collaboratively with other childminding staff
- Strong sensitivity to working with children from diverse backgrounds
- Strong attention to detail and flexible to deal with changing demands of the job
- Understanding of settlement issues, especially refugee resettlement issues and experience working in a multi-cultural environment
- Verbal and written fluency in English and Arabic
- Ability to work in a culturally diverse environment and a strong understanding of inclusive and equitable service
- Ability to work flexible hours including evenings, weekends and to work from any IRCS work-site
- Current CPR and First Aid Certifications, up-to-date immunization records, TB clearance certificate and Vulnerable Sector Screening Check will be required

Interested candidates are invited to submit their application, including a complete resume of qualifications and experience, electronically to hr@indiarainbow.org by 12:00pm, July 27, 2016. Please ensure your application email has the subject heading of 'ECE - (insert your name)'

This job posting is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

India Rainbow Community Services of Peel is an equal opportunity employer and is committed to establishing a qualified workforce that is reflective of the diverse populations we serve. We are committed to accommodating people with disabilities as part of our hiring process. If you have special requirements, please advise Human Resources during the recruitment process. We encourage applications from all qualified individuals; however, only those under consideration will be contacted. **No phone calls please.**

