

JOB DESCRIPTION

Position Title: Childminding Assistant	Locations: 21 Regan Road, Brampton <input type="checkbox"/> 3038 Hurontario St., Mississauga <input type="checkbox"/>
Position Overview: Under the general guidance of the Care for Newcomer (CNC) staff, the incumbent will assist staff in planning and delivering the school-aged childminding program.	
Responsibilities and Duties: <i>(but not limited to)</i>	
<ul style="list-style-type: none"> ▪ Assist CNC Staff with: <ul style="list-style-type: none"> ▪ Providing a safe and positive environment for children on a daily basis, maintaining a client-centered approach ▪ Organize, plan and execute age-appropriate activities for school-aged children ▪ Ensuring the childminding room is set-up appropriately and preparations for the day's session is complete prior to the children's arrival ▪ Providing snacks to children at break time ▪ Conducting safety checks of the childminding room, including monitoring, inspecting and maintenance of toys and equipment ▪ Behave appropriately with the children, individually and in groups ▪ Respond sensitively to the cultural heritage, values and individual experiences of children ▪ Report all accidents or unusual incidents to childminding staff ▪ Complete all tasks and responsibilities within assigned timelines ▪ Become familiar with agency programs, services, practices and staff ▪ Adhere to the mission, guiding principles and values of the organization ▪ Maintain confidentiality of clients, staff and peers ▪ Represent Indus in a professional manner at all times ▪ Arrive on time and be committed to the agency and the agreed upon contract dates and times ▪ Assist with all other duties as assigned 	
Qualifications and Skills:	
<ul style="list-style-type: none"> ▪ Applicants must be between the ages of 18 to 30 years (inclusive), currently enrolled in a post-secondary educational institution, on a full-time basis for the 2016/2017 academic year, returning to full time studies in the fall of 2017. <i>(proof will be required)</i> ▪ Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act ▪ Is legally entitled to work in Canada according to the relevant provincial/territorial legislation and regulations ▪ Preference will be given to students in Early Childhood Education, Bachelor of Education or related programs ▪ Experience working with children in similar settings, e.g. schools, camps, after school programs etc ▪ Enthusiastic and enjoy working with children ▪ Creative and able to help plan and implement age appropriate activities ▪ Successful applicants will be required to submit the following documents prior to the commencement of any employment duties: <ul style="list-style-type: none"> ▪ TB test and up-to-date immunization records ▪ Criminal Records Search & Vulnerable Screening - completed within the last 90 days ▪ Must demonstrate flexibility and adaptability ▪ Able to work as a team with CNC staff, and sensitive to cultural, linguistic and religious diversity ▪ Must commit to full contract duration – dates and time 	
Approved By: Gurpreet S. Malhotra, CEO	Date Approved: January 6, 2017
Employee	
Name:	Signature:
	Date: / /

Note: This job description is intended as a guide to reflect the principal functions of the job. However, it is not an all-inclusive listing of the required job functions. Further, the job description is subject to change at the discretion of management.