

**Department:** Care for Newcomer Children (CNC)

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

- Under the direction and guidance of the Lead ECE:
  - Care for and supervise children
  - Ensure a safe and secure environment for all participants
  - Assist in the development of childcare activities including crafts, music, storytelling, games and plays
  - Assist in planning snack breaks
  - Conduct safety checks of the childcare area, including monitoring & inspecting equipment/toys
  - Report all accidents or unusual incidents to the ECE
  - Set up and take down of program equipment, including cleaning & maintenance of toys and equipment
- Provide regular updates on the activities and accomplishments of participants to the ECEs
- Become familiar with agency programs, services, practices and staff
- Complete all tasks and responsibilities within assigned timelines
- Notify supervisor of absences and or lateness
- Adhere to the mission, guiding principles and values of the organization and the CNC program
- 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 hours
- Other administrative duties as required

**Qualifications and Skills:**

- Currently enrolled in a post-secondary Early Childhood program
- Must have a genuine interest in the welfare and safety of children, be patient, caring, cheerful and flexible
- Proven ability in working as a collaborative team member
- Should be physically capable of holding or carrying a small child
- Good written and verbal communication skills in English and an understanding of one or more languages
- Demonstrate an awareness of the organization and its programs/services and community needs
- Respectful of confidentiality
- Ability to take direction from staff at all levels
- The following is mandatory for this position:
  - Current Criminal Record Check including Vulnerable Screening
  - Current CPR & First Aid certification
  - Proof of up-to-date immunizations
  - A two-step TB skin test

**Approved By:** Gurpreet S. Malhotra, CEO

**Date Approved:** May 15, 2017

Note: This 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 functions. Further, the description is subject to change at the discretion of management.