

JOB POSTING – *List Job Title Here*

JOB CODE:	POSTING DATE: February 9, 2017
Position Title: Registered Early Childhood Educator	Position Type: full-time contract (7 months)
Division/Location: Early Learning Centre	Direct Report: Program Manager
Position Classification:	Hours of Work: 30/week

Bethlehem Housing and Support Services is a multi-service organization serving the diversified needs of Niagara residents by offering support for individual growth through housing and other focused services. We help people facing the issues of poverty, homelessness, abuse and family breakdown to rebuild their lives through in-house and community supports. Bethlehem Housing and Support Services is the only organization in the Niagara Region that offers supportive transitional and permanent housing for women, men and families. In addition to our housing programs, each year hundreds of people benefit from our community-based programs.

Mission Statement: Bethlehem Housing and Support Services, in partnership with the community, provides affordable housing and services to support the personal growth of individuals and families.

Vision Statement: Our vision is affordable housing and support services as a cornerstone of a vibrant, caring and inclusive Niagara community.

Bethlehem Housing & Support Services is currently seeking a Registered Early Childhood Educator to add to its team! Our organization offers a challenging and interesting environment that is supportive of both the community and professional growth and achievement of its employees.

PURPOSE

The role of Early Childhood Educators (ECE) at Bethlehem Housing and Support Services (BHSS) is to organize, prepare, and deliver an effective learning and educational programming for children from birth to six years of age and additionally provide support and information to parents and/or caregivers. The ECE will assess the needs and interests of participants attending the Early Learning Centres (ELC), and incorporate this within program activities and strategies. The ECE will ensure that all activities for children and adults are conducted in a safe and friendly environment.

QUALIFICATIONS & COMPETENCIES

- Diploma in Early Childhood Education or equivalency.

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- Minimum of two years of experience in an early learning environment/program working with parent/caregiver clients, as well as children from birth to 6 years of age.
- Registered with the College of Early Childhood Educators and maintains this registration in good standing.
- Quality Child Care Niagara (QCCN) training.
- Strong knowledge of early childhood developmental milestones with the ability to plan, develop, execute and evaluate appropriate programming.
- Knowledge of the Day Nurseries Act, Occupational Health & Safety Act and Employment Standards Act.
- Excellent time management, organizational, leadership, creativity and interpersonal skills.
- Adaptable to changing participation and programming needs.
- Knowledge of age appropriate learning and development activities and program structure.
- Ability to use developmental screening tools such as the NDDS-Nipissing and ASQ.
- Strong knowledge and awareness of community services, local programming, and housing.
- Ability to work effectively with a diverse group of people, with varying levels of ability and/or challenges.
- Excellent time management, organizational, and engagement skills.
- Has a mature and empathetic personality, able to relate and communicate with individuals in a positive and judgement free manner.
- Effectively works both independently and as part of a team.
- Demonstrates and promotes a personal understanding and appreciation for the mission, vision, strategic outcomes and values of Bethlehem Housing & Support Services.
- Vulnerable Sector Police Check (or willingness to obtain) with results satisfactory to Bethlehem Housing & Support Services, which is eligible for a partial reimbursement by the organization.
- Valid Certification in First Aid/CPR (or willingness to obtain at BHSS expense).
- Available to work evenings and weekends as required.
- Bilingual English/French or other languages an asset.
- Proficiency with MS Office programs including but not limited to Word, Excel and Outlook.
- Must have excellent written, active listening, and verbal communication skills.

RESPONSIBILITIES

- Plan, develop, and facilitate a variety of programming and activities that promote trust-building, parent engagement and parenting skills of those attending BHSS Early Learning programs.
- Provide a balance of active/quiet, indoor/outdoor, and individual/group activities.
- Create a monthly/weekly/daily activity schedule and calendar of events, with developmentally appropriate activities for children, and in keeping with the needs and interest of parent/caregiver participants.
- Document learning and ELC activities on a weekly basis through ongoing notes, pictures, displays, etc.
- Maintain an organized environment within the ELC, with materials being planned and set-up prior to each activity.

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- Demonstrate active listening while engaging in conversations that encourage further dialogue and inquiry with all ELC participants.
- Use various teaching techniques including but not limited to; modeling, observing, questioning, demonstrating, and reinforcing.
- Foster and promote an understanding of diversity, inclusion, cultural differences and various value systems within the ELC learning environment.
- Individualize ELC program planning to promote an enjoyable environment, and recognize individual participant interests and abilities.
- Set reasonable participant behaviour expectations within the ELC, consistent with the centre's philosophy and policies.
- Ensure the ELC environment is clean, healthy, nurturing, and safe for staff, volunteers, students and participants.
- Maintain compliance with the College of ECE's Code of Ethics and abide by applicable legislation.
- Promote positive communication with parents and caregivers with respect to achievements and/or concerns related to his/her child or children.
- Ensure that preventative and remedial action is taken immediately when problematic situations arise.
- Ensure that problematic situations are discussed with the concerned parties and progress toward an effective solution is documented.
- Comply with the Duty to Report, any suspected child abuse or neglect as outlined in the Child and Family Services Act.
- Prepare statistics and reports, in consultation with the ELC Coordinator, to assist in the evaluation of the ELC programs and their effectiveness.
- Assist in the development and evaluation of volunteers and students.
- Maintain and manage the inventory of all ELC materials, supplies, and equipment, while providing recommendations for further purchasing.
- Ensure supplies and materials being purchased conform to the Centre's programming needs.
- Provide regular care and maintenance and cleanliness of toys and equipment, in accordance with prescribed health & safety standards.
- Provide parents and caregivers with information on a variety of topics, and assist with community referrals.
- Ensure ELC participants sign-in on a daily basis and complete any required incident/accident reports.
- Work collaboratively with other BHSS staff members and various community organizations.
- Assist in promoting the ELC and programming within the community.
- Keep the ELC Coordinator informed of situations that may have a significant impact for the children and/or parent/caregiver participants, the ELC program, BHSS, and/or the community.
- Attend ongoing professional development.
- Follow all established organizational policies and procedures.
- Support the strategic plan, mission, vision and values of the organization.
- Promote and participate in maintaining a work environment free of workplace harassment and violence.
- Perform work in a safe manner, so as not to endanger oneself or others.

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- Immediately report all workplace hazards, accidents or other occurrences that may pose a risk to the organization or the safety of oneself or others.
- Adhere to the Occupational Health & Safety Act, Workplace Safety & Insurance Board Act, Ontario Human Rights Code and Employment Standards Act.
- Participate in team/staff meetings when required.
- Work in a manner that preserves confidentiality and minimizes risk.
- Perform other duties as assigned.

PHYSICAL DEMANDS

The position requires:

- Lifting and carrying of children, equipment and/or objects up to approximately 30 lbs. on an occasional basis.
- Considerable physical movement and effort including but not limited to crouching, kneeling, reaching, bending, squatting, standing, and walking.
- Significant mental and visual concentration is required in observation of the program participants, and in the participation of the centre’s activities.
- Constantly alert to ensure quality of care and safety of the centre’s participants.

Please submit a resume and cover letter by email, mail or fax to Bethlehem Housing & Support Services.

Attention: Carolyn Fish

Address: 166 James St., St.

Fax# (905) 684-1666

Email: cfish@bethlehemhousing.ca

Catharines, ON L2R 5C5

Closing Date: Feb. 24/17

Bethlehem Housing & Support Services is a proud supporter of diversity within the workplace. Our hiring practices reflect our commitment to supporting the growing diversity within Canada. We would like to thank all applicants for showing an interest in this position. Only applicants selected for an interview will be contacted. No phone calls please. No recruitment company inquiries.