



Employment Opportunity - Childcare Support Leader

The Burnaby Neighbourhood House serves as a community focal point – a place where families and individuals can go to get support and services; a place where new immigrants become involved in their community and can find information and resources that will help them with their adaptation and integration into the community; where seniors and youth can gather; and where all these groups can come together in activities and events that aim to link generations and cultures and create a stronger community. It seeks the involvement and input of community members in the development and implementation of supportive programs and services. It draws residents together to create a healthier community through their involvement.

Job Description:

The position of Childcare Support Leader requires positive, energetic, and experienced people. The support leader is there to facilitate the inclusion of children who require extra support and are responsible for engaging with and supervising children (ages 0-12) in a busy licensed child care setting. This role involves: planning and implementing daily activities, managing behaviour, providing learning opportunities and support for participants, attending to the developmental (social, emotional, physical, and cognitive) and medical needs of participants, supporting volunteers, and providing a safe and welcoming atmosphere for participants to engage in activities.

General Duties and Responsibilities:

- Promotes Neighbourhood House program philosophy by ensuring programs have the opportunities to interconnect and achieve client integration across program areas.
- Assist extra support children to integrate into the program.
- Support staff team and other children in building relationships with children who require extra support.
- Toileting, diaper changing and medication administration as needed depending on children working with.
- Engage with children in a variety of activities that support their development.
- Supervise participants and ensure safety in the program.
- Performs first aid treatment.
- Assists supervisor in planning monthly program appropriate for preschool children.
- Assists supervisor in documentation of children's development.
- Assist with sets-up and take down of the program.
- Works in cooperation with staff and volunteers, to implement and evaluate programs.
- Works within budget limits.
- Works with and provides leadership to volunteers.

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- Talks with parents/caregivers on a regular basis.
- Participates in regular staff meetings and training sessions.
- Develops positive relationships with participants and act as a role model and mentor.
- Supervises participants on trips away from the centre.
- Assists with light cleaning and centre maintenance.
- Performs other duties as required.

Qualifications:

- 1. Must be at least 19 years of age
- 2. Knowledge and awareness of issues surrounding diversity and multiculturalism
- 3. Excellent interpersonal, organizational and communication skills
- 4. 1-2 years of experience providing care and mature guidance to children who have been diagnosed with: Autism, ADHD, ADD, ODD, OCD, Cerebral Palsy, visual impairment or other developmental delays
- 5. Completion of Basic Early Childhood Educator, Special Needs Early Childhood Educator Certificate, Classroom and Community and Classroom Support Diploma, Educational Assistant Certificate, Community Support Worker Certificate or completion of a course, or a combination of courses, of at least 35 hours in child development, guidance, health and safety or nutrition.
- 6. Current 1st Aid and CPR certification
- 7. Current criminal record search
- 8. Current 1st Aid and CPR certification.
- Current criminal record check.
- Documented compliance with BC's immunization and tuberculosis control programs.
- Food Safety Certificate (required within 3 months of hire date).
(<http://www.health.gov.bc.ca/protect/food-safety-module/files/home.htm>)
- Healthy Eating in Child Care Setting Certificate (required within 3 months of hire date).
(<https://learninghub.phsa.ca/Courses/6820/healthy-eating-in-the-childcare-setting-division-of-responsibility-model>)
- Anaphylaxis in Child Care Setting Certificate (required within 3 months of hire date).
(<http://www.allergyaware.ca/>)
- High 5 – PHCD Certificate (required within 3 months of hire date).
(<https://www.bcrpa.bc.ca/courses/high-five/>)
- Early Learning Framework Certificate (required within 3 months of hire date).
(<https://mytrainingbc.ca/ELF/index.html>)
- 2nd language an asset.
- Class 4 driver's license and asset.

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Hours of Work & Rate of Pay:

The support leaders hours are dependent on what is contracted by the funding agency but range from 12-35 per week, there may be opportunities for other hours as a program leader. Due to the age groups we work with, some staff work a split shift between the hours of 7-9 am and 3:00-6 pm.

Wage is dependent on the funding contract but is in the range of \$20.44-\$21.04 per hours (plus \$4.00 ECE wage enhancement for those eligible). Upon successful completion of probation period, we offer 10 sick days per year, 2 weeks paid vacation, extended health benefits, and professional development opportunities for those who work 20 hours or more.

Accountability:

Support Leaders report to and are supported by the centre Supervisor and Hub Coordinator.

Please reply with resume and cover letter quoting the position you are applying for along with copies of training certificates to:

Hiring Committee
Burnaby Neighbourhood House
Email: saras@burnabynh.ca

Closing date: Until positions are filled

Position start date: As soon as possible.

Location: Burnaby

We thank all who apply however, only those candidates to be interviewed will be contacted. ***No phone calls please.***

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