



ECE Childcare Relief Worker
Relief, (unionized)
7-10 hours per week
\$23.43 per hour plus 6% vacation pay

Jane/Finch Community and Family Centre is a community based organization driven by passion, innovation and a strong commitment to social justice, community engagement and collaboration. Our vision is a healthy Jane Finch community – strong, inclusive, social and politically active through diversity, opportunity and participation.

At the EarlyON Centre, programs and services are for families and caregivers with children 0-6 years old to enhance parents/caregivers parenting skills. Structured and unstructured early learning activities are provided to facilitate school readiness, problem solving, communication and promoting early literacy skills.

Reports to: EarlyON Supervisor

Position Overview:

The ECE Childcare Relief Worker will provide relief on a regular or occasional basis. The incumbent will assist with the efficient operation and activity within the EarlyON Centre. Working collaboratively with staff and the Supervisor they will assist in implementing high quality programs for children, 0-6 years old, their parents and caregivers.

Key Responsibilities:

- Enhance participants’ parenting skills about the importance of parent-child interaction and children behaviour management.
- Provide one-to-one support and facilitate parenting workshops.
- Identify and support families’ strengths, challenges and needs and make community referrals, as needed.
- Support families to identify their child’s developmental strengths/challenges.
- Work with children with special needs and their parents.
- Conduct outreach and promote programs and services.
- Advocate on behalf of parents with appropriate agencies and institutions and refer accordingly.
- Develop and maintain parenting resources and materials.
- Work independently and as a member of the team.
- Work collaboratively with community service providers.
- Provide services with an awareness of, and sensitivity to, diversity/special needs issues.
- Perform administrative tasks, including but not limited to, record keeping, submission of reports and summary of statistical information, etc.
- Perform other duties as required.

Qualifications:

- Degree or diploma in Early Childhood Education, Member in good standing of the College of ECE and at least three years related experience.
- Strong planning, time management, problem-solving and interpersonal skills.
- Must have the ability to maintain focus in an environment with changing demands.
- Must be an excellent communicator who is analytical and has solid negotiation skills.
- Knowledge of community resources and issues faced by families living in the York West Riding.
- Possess solid knowledge in child development.
- Ability to communicate fluently in English, verbally and in writing.
- Strong computer skills (Microsoft Word, Excel, Outlook, Database, Internet Explorer).
- Strong understanding of and strong ability to provide outcome-based programs/services.
- Demonstrated cultural competency and experience working with a diversity of communities/cultures.
- Demonstrated ability to work with confidential information appropriately and with sensitivity.
- Ability to work with children with special needs and their parents.
- Special Needs Resource certificate is an asset.
- Knowledge of “How Does Learning Happen? Ontario’s Pedagogy for the Early Years” is an asset.
- Verbal and written fluency in a second language as represented in the Jane/Finch community is an asset.

Employment Conditions:

- Incumbent will be required to provide a Police Information Check with a Vulnerable Sector Check, prior to their first day of employment.
- Incumbent will be required to provide a copy of their current one-step tuberculosis test prior to their first day of employment.
- Incumbent will be required to provide proof of full COVID-19 vaccination (as defined in Ontario).

Work Location: Ontario EarlyON Centre, Unit 50A, Jane/Finch Mall, 1911 Finch Avenue West
Toronto, ON M3N 2V2

Applications should be received via email to the Supervisor of EarlyON Child and Family Centre at eunbg@janefinchcentre.org no later than 11:59pm on June 1, 2023 with “ECE Childcare Relief Worker” in the subject line.

DIVERSITY, EQUITY AND ACCOMMODATION

Jane/Finch Centre is committed to having a workforce that is reflective of the diversity of the Toronto community and of our participants. We strongly encourage applications from: racialized persons, Indigenous persons, persons with disabilities, persons of minority sexual orientation or gender identity, and all those who can provide different perspectives.

Jane/Finch Centre is committed to hiring practices that are inclusive and barrier free and will provide reasonable and appropriate accommodation during all stages of the hiring process in accordance with the Ontario Human Rights Code in order to ensure the equal and fair assessment of all job applicants.

Applicants are asked to make any accommodation request in advance.