Vacancy Posting

Position Title: Early Childhood Development Assistant
Employment Status: Relief position on an as-needed basis (no guaranteed hours)
Hours of Work/Work Schedule: Will vary based on program needs
Position Reports To: Kelly Ng, Manager, Health Promotion and Community Development Services
Director: Kim Lepine, Director, Health Promotion and Community Development Services
Location: 115 Grassmere Ave., Oshawa and various community locations

Organization – Quick Overview

Carea Community Health Centre is a recognized leader in redefining the experience of community-based health and wellness services. We provide access to high quality holistic and inclusive care that is responsive to the needs of the community and empowers individuals to enhance their own well-being. We hold these values equally: (1) Person Centered; (2) Inclusive; (3) Compassion; (4) Teamwork & Collaboration; and (5) Accountability & Reliability. These five core values embody who we are, how we work, and are fundamental to our culture. Every member of our team demonstrates their commitment to these core values in their everyday activities. These values steer our decision making, guide the delivery of care and services, and govern how we interact with our clients, partners, and each other. Carea will continue to focus on building its capacity to provide a full range of health and wellness services to clients of all-ages across Oshawa, Whitby, Ajax and Pickering.

Position Overview

Working as a member of the Early Childhood Development team within the Health Promotion & Community Development Services (HPCDS) department, this role works as part of a self-directed team that promotes and assists in the development and implementation of health and wellness programs for Carea clients, particularly within our Early Years Programs and Child-minding Services. Additionally, this role works in partnership with community organizations and services partners/providers, as well as community groups and individuals to achieve program deliverables. This role supports the Early Childhood Development Worker and will collaborate within an inter-professional team of health professionals across the community network that influences the health environment targeted to clients ages 0 – 6 years, as well as within the Agency’s team structure, in support of goals that align with and achieve delivery of these programs to the community.

Key Responsibilities:

1. Assist within Early Years programming such as school readiness, child-minding, parent relief, music and other team programs and initiatives.
2. Support collaboration with other community agencies/individuals supporting child development in the Oshawa and Durham area.
3. Ensure all necessary paperwork (i.e. registration forms, permission forms, incident reports, attendance, feedback forms etc.); statistics, reports/evaluations, and other important information are communicated to manager.
4. Act as an advocate for clients by providing assistance/links to a variety of resource networks, services and programs in the community as a way of improving their overall health and well being.
5. Provide support to community events and group initiatives both internally and externally.
Other duties within scope of duties include:

1. Collaborates with team members in establishing goals/objectives and their delivery.
2. Maintains a knowledge and information level conducive to competent functioning in areas of assignment.
3. Consults regularly with relevant community partners, colleagues and management as required within scope of duties.

Key Qualifications

1. Post-secondary education from a recognized college or university, preferably in Early Childhood Education or equivalent, and a minimum 2-5 years related experience in early child development support.
2. Proven competencies in early child development program support, implementation and evaluation, in providing education and support to families and caregivers and in applying relevant legislation, policies, procedures and regulations to healthy child development programs and their settings.
3. Proven conflict resolution and negotiation skills with diverse stakeholders.
4. Reliable vehicle is required.
5. Ability to work collaboratively within a multi-disciplinary team.
6. Must be able to follow direction and ensure follow-up with minimum supervision.
7. Must be well organized, with good planning skills and the ability to problem solve.
8. Ability to develop and maintain positive working relationships with external agencies and organizations.
9. Ability to maintain confidentiality and safe-guard client privacy.
10. Must have excellent communication skills, both verbal and written.
11. Proficiency with computer skills and experience (MS Office 2007, database entry experience).

Key Attributes include:

Demonstrated Minimum Attributes core to the Agency: Service oriented, Initiative, Results oriented, Flexible/Adaptable, Collaborative, Effective Communication Skills, Team Player, Ability to manage risk within one’s responsibility & accountability, Ability to take Accountability.

In addition, the following are the role-specific attributes:
Conceptual thinker; Efficient, Alliance builder, Creative & Innovative Thinker, Analytical/Systematic, Empathic

Working Conditions:
- Frequent standing and monitoring of infant/children requiring focused attention for care and safety.
- May be exposed to illness and unsanitary conditions in which established health and safety protocols must be adhered to at all times.
- Be aware of surroundings and be responsible for personal safety and safety of clients.
- Moderate to heavy lifting.
- Handling of program equipment and materials (e.g., food preparation, community kitchen equipment/resources).
- Regular interaction and collaborative work with cross disciplinary colleagues and community care partners.
- Must monitor their own time and stress levels to ensure that they are able to effectively assist clients and colleagues. They may find that they are continually interrupted and may have to quickly assess situations to respond appropriately.

If you are interested in being considered for this position, please submit cover letter and resume (as one document) expressing your interest by email to recruiting@careachc.ca on or by 5:00 pm on November 27, 2019.
Notes:

1) The Agency is committed to transparent and merit-based selection in all of its recruiting and hiring decisions. We embrace and celebrate our community's unique multicultural heritage and diversity.

2) This position is subject to the successful completion of the following pre-employment conditions for all external hires: Reference Checks; and Criminal Background checks (including Vulnerable Sector Screening). We welcome internal referrals and, depending on needs, may conduct an external search concurrent with internal posting. While we thank all applicants for their interest in applying, only those qualified and considered for interview will be contacted. All applicant submissions will be kept on file for six months, for future consideration.

Carea Community Health Centre is committed to complying with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the provisions of the Ontario Human Rights Code, and any other applicable legislation. Accessibility: If you have accessibility needs and require alternate formats or other accommodations please contact Human Resources at 905-723-0036, or by email to hr@careachc.ca Carea Community Health Centre, and staff are dedicated to creating an inclusive environment that welcomes diversity.