

# JOB DESCRIPTION

## Community Services Assistant I - Childcare

<b>POSITION TITLE:</b>	Community Services Assistant I- Childcare
<b>POSITION NUMBER:</b>	12064
<b>DEPARTMENT:</b>	Community Services
<b>REPORTS TO:</b>	Primary Care Worker - Childcare Programs
<b>CLASSIFICATION:</b>	Casual
<b>LEVEL</b>	Pay Level 12
<b>LOCATION:</b>	Town of Fort Smith Daycare

### Summary

Reporting to the Primary Care Worker (s), this position provides support for the Childcare programs, including providing support for programs, engaging the children in activities, supervising of children at all times, preparing snacks and meals, cleaning and maintaining the facility and attending staff meetings.

### Outline of Duties

- 1. Supports early childhood educators in carrying out programs that promote the physical, cognitive, emotional and social development of children by:**
  - Engaging children in activities by telling stories, teaching songs and preparing crafts.
  - Preparing snacks and arranging rooms or furniture for lunch and rest periods.
  - Assisting with proper eating, dressing and toilet habits.
  - Submitting written observations on children to Primary Care Worker (s) or supervisor.
  - Maintaining daycare equipment and assisting in housekeeping and cooking duties.
  - Attending staff meetings to discuss progress and problems of children
  - May assist the Primary Care Worker (s) in keeping records.
- 2. Performs general janitorial and maintenance duties by:**
  - General cleaning in and around the facilities as required.
  - Notifying supervisor of any needs within the facilities to ensure patron safety and positive experiences.
  - Completing opening/closing security checks.
- 3. Assists with programs and events by:**
  - Assisting with the development and implementation of regular programs and special events for the daycare and supporting higher needs children on one-to-one bases.
  - Other related duties as required.

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### Supervision

This position does not have supervisory duties.

### Contacts

- This position has daily contact with parents and guardians of the children attending the childcare programs, babies and children, and other staff.
- This position is also required to communicate regularly and effectively with children, their parents and carers and coworkers.

### Work Environment

Childcare work is a physically demanding job. Though there are laws and regulations on how many children of a certain age can be supervised by one person, the job still requires a large amount of energy and attention to detail.

Childcare workers are exposed to loud noise and conflicting demands for your attention on a daily basis that will require patience and understanding. Childcare workers may encounter challenging interpersonal situations with both parents and children. It may be your responsibility to converse with the parent and find a way to make both parent and child happy. Staying calm, listening to the parent or child's issue, and offering potential solutions may be required.

When working in childcare, you will be exposed to illnesses more frequently than you would in other types of work. Keeping the Centre clean and sanitized is the responsibility of all childcare providers.

The daily activities with the children will require being outdoors where you may be exposed to cold weather during the winter months and hot temperatures and exposure to insects in the summer months.  
Shift work is required

### Knowledge, Education and Experience

- Completion of Grade 12 or equivalent.
- Minimum of 19 years of age.
- Experience working with children ages 0-6 (work experience in an early childhood or daycare centre preferred).
- Candidates must provide a satisfactory criminal record check with vulnerable sector clearance. Failure to provide a satisfactory check will result in disqualification from the competition.
- Child and Infant First Aid /CPR certification.

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### Certification

I have read and understand this job description. I have been informed that it is a general description of the duties, responsibilities and qualifications required for my position which forms the basis for my classification level and against which my performance will be evaluated.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I agree that these duties reflect the requirements of the job.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Community Services

\_\_\_\_\_  
Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

\_\_\_\_\_  
Senior Administrative Officer

\_\_\_\_\_  
Date