

JOB DESCRIPTION

Childcare Programs-Primary Care Worker

POSITION TITLE:	Childcare Programs- Primary Care Worker
POSITION NUMBER:	12061
DEPARTMENT:	Community Services
REPORTS TO:	Program Coordinator - Childcare
CLASSIFICATION:	Full time- indeterminate
LEVEL	Pay Level 17
LOCATION:	Town of Fort Smith Daycare

Summary

Reporting to the Childcare Program Coordinator, the Primary Care Worker is responsible for delivering high quality licensed childcare programs for daycare and/or afterschool care. The Primary Care Worker will be responsible for direct care of the children in the program, ensuring safety, and implementing the planned programming.

Outline of Duties

- 1. Develops and implements high-quality childcare programs using best practices by:**
 - Collaborating with the Childcare Program Coordinator to develop and implement programming that is innovative and based on industry best practices.
 - Developing and implementing child-care programs that support and promote the physical, cognitive, emotional and social development of children.
 - Leading activities by telling or reading stories, teaching songs, taking children to local points of interest and providing opportunities to express creativity through the media of art, dramatic play, music and physical activity.
 - Planning and maintaining an environment that protects the health, security and well-being of children.
 - Assessing the abilities, interests and needs of children and discuss progress or problems with the Childcare Program Coordinator.
 - Observing children for signs of potential learning or behavioural problems and preparing reports for parents, guardians or supervisor.
 - Guiding and assisting children in the development of proper eating, dressing and toilet habits.
 - Establishing and maintaining collaborative relationships with co-workers and community service providers working with children.
 - Ensuring that the programs offer a safe environment which facilitates healthy child development and meeting the individual and specialized needs of the participating children.
 - Providing direct supervision of children enrolled in daycare and afterschool care programs, ensuring a safe environment which supports healthy child development.

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- Tailoring program activities to meet the individual and specific developmental needs of the children. • Participating in program evaluation activities.
 - Planning and organizing activities for school-age children in child-care programs before and after regular school hours.
 - Completing program reports as required by the Childcare Program Coordinator.
 - Identifying equipment and supplies to be purchased to support operations and programs, and
 - Participating in professional development to stay current in best practices in the field.
2. **Supervises and manages staff by:**
- Providing direction to support staff during daily operations, including meal preparation, cleaning and disinfecting, interaction with children and parents/caregivers, and program implementation.
 - Supervising and coordinating activities of other early childhood educators and early childhood educator assistants.
 - Supporting training and mentoring of program support staff.
 - Collaborating with the Childcare Program Coordinator to ensure, on a daily basis, that all staff are competent in meeting their duties, the policies and procedures of the Town of Fort Smith, and any legislation impacting their programs.
3. **Manages general operations of programs by:**
- Ensuring all operations meet the minimum legislated standards and requirements.
 - Meeting the physical, social, and self-care needs of the children as a group and on an individual basis.
 - Completing required reports, such as Town incident reports and legislated reports related to accidents and serious occurrences.
 - Ensuring that all programs and activities are implemented according to relevant legislation, policies and procedures; and
4. Carries out such other duties related to the position as may be assigned by the Childcare Program Coordinator.

Supervision

The Primary Care Worker will provide daily direction and support to the Community Services Assistants assigned to daycare and afterschool care programs.

Responsibilities

1. The Primary Care Worker is responsible for:
 - The development, implementation, and evaluation of a high-quality, innovative program based on best practices.
 - The appropriate use of the Town's property and equipment outlined in Town of Fort Smith Policies and Procedures.
2. Decisions made by the incumbent can and will affect the delivery of such services by the Town. Errors in judgment may jeopardize the health and safety of the

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community and result in serious problems of a current and/or long-term nature for the Town and its elected officials.

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

This position requires:

- Post-secondary qualification in Early Childhood Education or teacher education from an accredited institution.
- A combination of post-secondary education and 3 or more years of relevant experience may be considered as an equivalency.
- Current First Aid/AED certification for infants and children.
- Minimum of 19 years of age.
- Experience in a group childcare environment or equivalent.
- Basic computer knowledge and skills including the ability to use word processing and basic spreadsheets.
- Satisfactory criminal record check with Vulnerable Sector check.
- Valid NWT class 5 driver's license.
- Knowledge of the legislation and Town policies, procedures and by-laws impacting this job.

Skills

- Learning and Teaching Strategies
- Social Perceptiveness



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- Coordinating
- Monitoring
- Time Management
- Writing
- Oral Communication: Active Listening
- Oral Communication: Oral Comprehension
- Oral Communication: Oral Expression

Competencies

- Service Orientation
- Social Orientation
- Concern for Others
- Adaptability
- Creativity
- Stress Tolerance
- Independence
- Leadership
- Collaboration
- Active Learning

The incumbent will be required to take the following employer paid training and certifications:

- WHMIS 2015 certification
- First Aid and CPR certification
- ICS 100

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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