

MFRC JOB DESCRIPTION CASUAL CHILD CARE WORKER

The Casual Child Care Worker will provide a quality, caring, and supportive child care program to children between the ages of 6 months to 5 years, while addressing their unique child care needs. This position will meet all regulatory standards required by federal, provincial, and municipal governments, and operate within the Occupational Standards for Early Childhood Educator and the Code of Ethics of British Columbia. This position reports to the Children's Services Coordinator.

Responsibilities:

1. Plan, carry out, and continually evaluate developmentally appropriate activities and experiences in harmony with the Centre's philosophy.
 - Provide a daily balance of child and educator directed active/quiet, indoor/outdoor, and individual/group activities
 - Plan, establish and carry out a daily activity schedule that incorporates child directed activity, care routines and transition times
 - Organize space, equipment and materials before activities. Cleaning up after activities.
 - Assist children in expressing themselves by listening and responding with questions or comments that extend conversations
 - Use a variety of teaching techniques including modeling, observing, questioning, demonstrating, and positive reinforcement.
 - Encourage and assist children to practice self-help daily
 - Plan and carry out experiences that foster an understanding of diversity, a variety of cultures and value systems
 - Provide opportunity for child directed play experience
 - Plan and carry out activities that encourage problem solving
 - Provide experiences and play materials that actively promote diversity and acceptance in interactions and attitudes.
 - Practice inclusion in providing support to children with special needs.
 - Participate in short and long term planning and evaluation and staff program reviews
 - Learn and use the activities and skills provided to assist children in developing the necessary coping skills for addressing unique life issues
2. Individualize the curriculum, incorporating aspects supportive of military lifestyle.
 - Observe how children use materials and interact with each other and adults
 - Use observations to expand play and plan activities that recognize individual difference
 - Initiate referrals or additional services for parents and children
 - Complete *Caring for the Military Child* training
3. Ensure guidance of children's behaviour that encourages positive self-concept.
 - Set reasonable behaviour expectations consistent with center's philosophy and policies
 - Provide positive guidelines such as redirecting, positive language, and positive guidance
 - Immediately address behaviour without labeling the child
 - Follow behaviour guidance and policies established by the centre and consistent with accepted practice in the field
4. Maintain knowledge and understanding of the services offered by the MFRC to facilitate referrals or additional services for parents and children.
5. Ensure the child's environment is healthy and safe.

- Follow the centre's procedures for administering medications and maintaining health records. Document any health concerns on individual children.
 - Report all accidents, injuries and illnesses to the supervisor or delegate and record such incidents in the daily log book and as a serious occurrence if necessary
 - Monitor the environment for hazards
 - Update self-daily on children's allergies and other special conditions
 - Establish and encourage daily healthy eating routines for the children
 - Attend to children's physical needs for toileting, diapering, eating and sleeping as promptly as possible
 - Report all incidents of child abuse to the supervisor and follow centre procedure and government regulations
 - Release children only to authorized persons
6. Ensure positive communication with parents.
- Discuss the programs daily events and the child's daily progress with parents
 - Accommodate the parent's instructions for daily routines when possible within group routines
 - Encourage parents to participate whenever possible
7. Contribute to the ongoing operations and development of the Centre, and the organization as a whole.
- Follow licensing requirements
 - Carry out the responsibilities assigned to you
 - Attend regular staff meetings
 - Maintain confidentiality of all information related to the centre's children, their parents, and staff
 - Participate in the annual performance review process
 - Contribute to annual plan for the centre
 - Plan and carry out annual personal development
 - Keep up to date with early childhood advocacy developments
 - Maintain regular attendance and punctuality
8. Promote the Centre within the community.
- Actively participate in MFRC staff activities whenever possible
 - Maintain a positive working relationship with other MFRC staff and others who work within the building

Competencies and Behaviours:

In order to successfully meet the requirements of the position, the following competencies and behaviours must be consistently demonstrated:

- Belief in and practice of the mission and goals of the program
- Ability to build trust and positive relationships with families in the program
- Acts as a role model of appropriate behaviour
- Ability to work cooperatively as a member of the Child Care Team, facilitating a team environment through personal behaviour, work contributions, and the sharing of expertise and knowledge.
- Participation in the development of ideas for program enhancement.
- Flexibility and adaptability
- Child-centered approach with recognition and appreciation of the uniqueness of the individual
- Support of the child and family to assist with the achievement of positive outcomes
- Energetic, resilient, and exhibiting a good sense of humor when personal resources are challenged.
- Effective interpersonal skills presented in a positive manner under all circumstances
- A high degree of personal initiative with good evaluative and organizational skills
- Continuing personal and professional development in related areas.
- Actively incorporates volunteers and practicum students into the program area

- Ability to meet physical requirements of the profession.

Desired Knowledge, Experience, and Education

- Considered a Responsible Adult in accordance with Community Care Facilities Branch licensing requirements:
 - *be at least 19 years of age,*
 - *be able to provide care and mature guidance to children,*
 - *have completed a course, or a combination of courses, of at least 20 hours duration in child development, guidance, health and safety, or nutrition, and*
 - *have relevant work experience.*
- Valid First Aid Certification and Level “C” CPR
- Up-to-date Attorney General’s Criminal Record Review (a current CRC will be administered upon hire, and is a condition of employment)
- Documentation in accordance with Community Care Facilities Branch licensing requirements
- Knowledge and understanding of the issues that affect children of military families
- Excellent interpersonal skills with parents, community members, fellow staff, and building personnel
- A mature sense of responsibility and accountability with respect to your profession
- Team approach
- Proficiency in French considered an asset.

Working Conditions

- Work can be both physically and mentally demanding
- Exposed to a high energy, hectic and noisy environment
- Work requires heavy physical effort for lifting, bending, stooping, carrying and reaching overhead – must be able to lift infants and toddlers weighing up to thirty-five (35) pounds and sit on the floor, bend at the waist, kneel and/or stoop 75% of the time.
- Work may require long periods of standing or walking
- Work inside and outside, in varying types of weather
- May be exposed to in the form of contact with bodily fluids and waste and requires specific safety precautions to prevent health problems or injury
- Work requires dealing with emotionally volatile situations
- Shifts are rotating and dependent upon the needs of the program
- Shifts may extend depending upon the needs of the program (i.e., ratio)
- There may be some stairs involved in the physical location of the position. Not all locations are wheelchair accessible.
- Exposure to communicable illnesses, such as colds and viruses