



MALTON NEIGHBOURHOOD SERVICES



3540 Morning Star Drive, Mississauga, ON L4T 1Y2

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Job Posting

Position:	Early Childhood Assistant
Contract type:	Summer Position– Multiple Positions
Role Type:	Contract Position
Reports to:	EarlyON Manager
Start Date:	July 2 nd , 2024
Hours:	35 hrs/week for 8 weeks
Rate:	\$16.55
Location:	Peel Region
Deadline to apply:	Open until filled
How to apply:	Apply via Indeed or email your resume to hr@mnsinfo.org

Position Type: Canada Summer Jobs contract

Eligibility Criteria:

The candidate must meet the criteria below to qualify for roles funded by Canada Summer Jobs.

1. The candidate must be between the ages of 15 and 30 at the beginning of the employment period.
2. The candidate must be a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada
3. The candidate must have a valid Social Insurance Number at the start of employment

About MNS:

MNS is a non-profit charitable organization which has provided settlement and community support services since 1975. For more information about MNS, please visit our website at www.mnsinfo.org

Duties:

Under the guidance and direction of the Program Facilitator, the Assistant Program Facilitator will be responsible for:

- Implement program plans to reflect best practice curriculum using How Does Learning Happen?, ELECT, Think, Feel, Act and principles of the Family Resource Program.
- Utilize a variety of facilitation strategies to support parents/caregivers: modeling, active listening, observing, appreciative inquiry, demonstrating and guiding
- Create a welcoming environment that encourages participant input
- Adequately monitor and supervise all participants when assessing the services

- Provide strategies to the parents / caregivers for use at home and the centre and identify next steps for a referral to a community resource, if applicable or status of referrals/outcomes
- Monitor programs sites, both in-person and virtually, to ensure health and safety of the play environment and equipment are maintained.
- Submit accurate and timely program administrative documents including forms and reporting documentation.
- Disinfect high touch point areas throughout the day and maintain light cleaning throughout the different worksites.
- Other duties as assigned.
- Utilize a variety of facilitation strategies to support parents/caregivers: modeling, active listening, observing, appreciative inquiry, demonstrating and guiding

Qualifications:

- Must meet the Canada Summer Jobs eligibility criteria.
- Previous experience assisting in early learning and care environments or working directly with children
- Clear Police Record Check (Vulnerable sector) completed in the last 6 months
- Current Standard First Aid and CPR certification
- Demonstrate understanding of a group environment
- Proven ability to work closely with other team members
- Sensitivity and respect for individual and cultural differences
- Adequate energy and ability to meet the physical demands of the job
- Early Childhood Education diploma or degree from a recognized college or university or other equivalent education (would be an asset)
- An additional language (would be an asset)

"We thank all applicants for their interest in MNS. However, only candidates selected for an interview will be contacted. No telephone calls please."

MNS encourages applications from individuals reflecting the diversity of our community. MNS is committed to fair and accessible employment practices and when requested, will make reasonable effort to accommodate people with disabilities during the recruitment and assessment processes when filling positions.