



MALTON NEIGHBOURHOOD SERVICES

3540 Morning Star Drive, Mississauga, ON L4T 1Y2

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JOB POSTING Early Childhood Educator Position (35 Working Hours Per Week)

Malton Neighbourhood Services is a non-profit charitable organization that provides a variety of programs and community support services since 1975. Eligible candidates are invited to apply for the Early Childhood Educator position.

Position Description:

Reporting to the Program Coordinator, the Early Childhood Educator is responsible for implementing early learning activities for parents/caregivers and children from birth to six years that is culturally relevant to the black communities as part of the Ministry of Children and Youth Services campaign initiative supported under the Black Youth Action Fund – Innovative Supports for Black Parents.

DUTIES AND RESPONSIBILITIES

- Implement the various programs that will build on culturally relevant, identity, values, and practices
- Implement, develop and plan inquiry-based programs for parent/caregivers and their children ages birth to six years that are relevant and meaningful and clear understanding of current pedagogy *"How does learning happen?"* for Early Childhood Education framework and family resource principles
- Ensure compliance with day to day operational procedures which include accommodation and customer services standards
- Can work confidently in an inquiry-based, early learning program environment
- Responsible for the maintenance, distribution, and inventory of parenting resources, equipment, and supplies
- Providing a welcoming environment while conducting orientations to new participants, ensuring registration and sign-in procedures are maintained
- Submit accurate and timely program administrative forms and documents
- Follow requirements set out in the Child and Family Services Act
- Adhere to all health and safety requirements as outlined in the Occupational Health and Safety Act
- Plans and implements age-appropriate programs to enhance the children's cognitive, physical, social, emotional and language development
- Incorporate learning experiences designed to meet the individual needs of all children in the program
- Provide a physically safe and emotionally supportive environment, demonstrating sensitivity to the individual needs of the children in all aspects of development

- Maintain information and attendance records and prepare weekly reports
- Document accidents/injuries/incidents
- Maintain Health and Safety requirements and good sanitary practices
- Attend staff meetings/workshops/educational sessions
- Must be willing to work occasional evenings and weekends
- Perform other duties as assigned

QUALIFICATIONS AND REQUIREMENTS

- Early Childhood Education degree a must
- Registered Early Childhood Educator a must
- **Knowledge of black community a must**
- Understand and practice self-reflection
- Strong and demonstrated programming experience with young children and families with minimum two years' experience
- Some experience with group work and group facilitation skills and experience
- Demonstrated strong interpersonal skills, be an active team player in a very busy and flexible work environment is an asset
- Confident and comfortable working independently
- Committed to working with a family focus center, work in a diverse work environment and to be sensitive to the uniqueness of all peoples' life experiences
- Ability to work in a strong team environment, take initiative and leadership and responsibility
- Demonstrate comfort in oral and written communication skills utilizing technology devices
- Interest and enthusiasm in working with families
- Second languages are an asset
- TB test and up to date immunization records
- Valid First Aid and CPR certificates
- Flexible and energetic approach to work
- Positive and sensitive attitude towards children and staff
- Certification in Mother Goose, Nobody's Perfect, Group Facilitation an asset

Submit a cover letter, resume, and three references to the Hiring Committee at hr@mnsinfo.org.
 Deadline for applications: February 28, 2019. Upon hire, the candidate must provide police records check. We thank all applicants, however, only those selected for interviews will be contacted.

Malton Neighbourhood Services is committed to providing accommodations throughout the recruitment process. If you require accommodation, please notify us and we will work with you to meet your needs