

# St. Joseph Immigrant Women's Centre

## Casual Childminder - ECE

Job Posting

**Application Deadline:** Friday, October 2, 2009

**To apply, submit a resume and cover letter to:**

Elizabeth Webb  
8 Main Street East, Suite 101  
Hamilton, Ontario  
L8N 1E8

Fax: 905-521-0541 email: ewebb@stjosephwomen.on.ca

**BACKGROUND:** The Immigrant Women's centre is an equality seeking, anti-racist, non-profit, charitable organization committed to the social, political, and economic inclusion of refugee and immigrant women in Hamilton and Canada.

### Minimum Qualifications

- Experience working as a child care provider in a childcare setting
- First Aid and CPR Certification
- Valid Police Check
- Fluency in English and a second language
- Experience working with diverse communities, familiar with principles of diversity and cultural sensitivity
- Familiar with child care workers' responsibilities under the Child Protection Act

### Summary of Duties and Responsibilities

1. Under the direction of the Program Supervisor, care for children to ensure that the LINC Program Childminding Guidelines for the program are being met.
2. Ensure that principles of diversity are part of activities that foster respect and awareness of cultural values, customs and traditions.
3. Prepare and/or arrange for necessary program materials.
4. Maintain a warm, loving, safe and stimulating atmosphere throughout the program.
5. Ensure that all children are given opportunities which contribute towards their physical, social, intellectual and emotional development.
6. Discuss with the supervisor children's progress and problems.
7. Help to organize individual, small and large group activities that promote child development and health.
8. Help to prepare and set up the activity area before program time.
9. Assist in maintaining the health and safety standards required for the program.
10. Under the direction of the Childminding Supervisor, assure that pre-school facilities and equipment are kept clean, safe and in good repair.
11. Be aware of a child-care worker's responsibility under the Child Protection Act with respect to the welfare of children attending the program.
12. Ensure that the accommodation is left in good order each day.
13. Perform all other duties as required.