

## REGISTERED ECE OR CHILDCARE WORKER

TWO (2) PERMANENT, PART-TIME POSITIONS

BASED IN SIOUX LOOKOUT, ONTARIO

COMPETITION #EY 22-40

Dedicated to improving lives, the Kenora District Services Board (KDSB) is the integrated service delivery agency providing help and support when you need it. With forward thinking and engaged employees, we deliver Ontario Works, Social Housing, Early Learning and Child Care, and Land Ambulance to current and future clients.

We are currently seeking to hire **two (2) permanent, part-time Registered Early Childhood Educators or Childcare Workers** located in **Sioux Lookout, Ontario** to join our Early Years team. Our employees enjoy a healthy work environment, development opportunities, and an opportunity to make a difference in the lives of others. The schedule will be as follows:

**September – June annually:**

Monday to Friday between 12:30PM to 5:30PM. 25 hours/week.

**PD Days:** 8 hours/day, between 7:30AM to 5:30PM (exact hours will be based on program needs).

**July – August annually:**

Monday to Friday between 7:30AM to 5:30PM (exact hours will be based on program needs). 40 hours/week.

Additional hours beyond the normal daily and/or weekly scheduled hours may be required from time to time depending on workload.

Reporting to the Early Years Quality Assurance Coordinator, the Registered ECE/Childcare Worker is responsible for planning and implementing a safe and stimulating program for children in accordance with relevant legislation and established procedures, guidelines and schedules.

Key responsibilities include:

- Plan a stimulating program which encompasses self-actualization, development of senses, physical development, language experience, number readiness, creative dramatics, songs, finger plays, social studies and science experiences at levels applicable to the group and individual children, while offering the children a degree of freedom and flexibility within the activities and program.
- Assist in the set up and daily inspection of the playground to facilitate individual needs of children as well as the program needs in a safe environment.
- Accommodate the individual needs of children by helping set up and carry out fine and gross motor activities, creative dramatics, and socio-dramatic play.
- Work in unison with the Resource Consultant to meet individual needs.
- Keep the Early Years Quality Assurance Coordinator apprised of all changes or updates relating to all children, both verbally and through written records.
- Assist in the preparation and implementation of field trips.
- Assist in the preparation, display and use of materials within the facility including art materials, bulletin boards, and projects.
- Provide a safe, happy and healthy environment for children through interactions showing respect, care and affection that meets needs and builds self-concept.
- Supervise all activities and routines in accordance with site policies and procedures.
- In consultation with the Early Years Quality Assurance Coordinator, liaise with parents in matters concerning their children.
- Maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health and safety procedures.
- Provide relief assistance for duties within the Early Years department as assigned by the Early Years Quality Assurance Coordinator.
- Other related duties as assigned.

Successful candidates will preferably have:

- Minimum six (6) months to one (1) year relevant experience in early childhood education.
- First Aid, including Infant and Child CPR (or the willingness to obtain)
- Up to date immunization record, including TB skin test (or the willingness to obtain)

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Qualifications will include:

- Grade 12 diploma or equivalent
- Early Childhood Education diploma or willingness to obtain (**qualifications can be obtained while working full-time; grants available to support costs**).
- Registered with the College of Early Childhood Educators, or ability to register upon completion of Early Childhood Educator program from a recognized educational institute
- A satisfactory Police Vulnerable Sector Check must be provided
- A valid Ontario Class G (or equivalent) license

Along with an excellent benefit package and participation in the OMERS pension plan, we offer an hourly wage of \$27.47 or \$30.91 (wage based on qualifications and in accordance with the Collective Agreement). Interested applicants are invited to submit a cover letter and resume, by email, referencing the competition number in the subject line of the e-mail to the:

Human Resources Department  
Kenora District Services Board  
Email: [hr@kdsb.on.ca](mailto:hr@kdsb.on.ca)

**THIS POSTING WILL REMAIN OPEN UNTIL FILLED.**

Confidential information provided by applicants will be used for the purpose of this competition only and will be protected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

While all responses are appreciated, only those applicants selected for an interview will be contacted.

- The KDSB will make accommodations available wherever possible to applicants with disabilities upon request during the recruitment process. The KDSB is an equal opportunity employer.