

March 13, 2017
Internal/External Job Posting
2 Childminders, EY, Literacy & Volunteer Services
(Casual/on as need basis; must be able to work evenings)
Posting No. 2017-002

Davenport-Perth Neighbourhood and Community Health Centre (DPNCHC) is a multi-service community agency providing programs and services from early years to adults and primary health care to a diverse range of participants within a community development and health promotion perspective. The Childminder will be responsible for the minding and supervision of children in the absence of their parents/caregivers. The Childminder will provide a variety of fun, learning activities for the children. The Childminder will promote positive modeling, language and support to families and children.

Responsibilities

- Work co-operatively with other staff and volunteers in the operation and maintenance of a safe, healthy and creative program
- To provide appropriate supervision to groups of children (primarily between the ages of birth to six)
- To act as a role model for children
- Assist with the delivery of all daily activities
- Prepare healthy snacks in a hygienic manner
- Help to promote a positive and exciting learning atmosphere
- Help with room set-up and clean-up after program
- Maintain a safe and secure environment for children
- Keep daily records of all children attending the program, including allergies/special needs
- Report and/or document all serious occurrences such as accidents, incidents, including incidents of suspected child abuse, and related conversations with parents and/or other staff, and ensure that the designated Supervisor is fully informed
- To actively participate in maintaining excellent relations with the parents/guardians of children who are attending the program
- The ability to set-up age appropriate learning opportunities for children

Qualifications

- Successful completion of a childcare training program/certificate, ECA or ECE training from a recognized child development agency, local Ontario Early Years Centre, or a recognized community-based agency in the immediate community
- Current First Aid/CPR certificate
- Demonstrated concern and empathy for young children and their families
- Capable of responding in a positive, enthusiastic and encouraging manner with a group of young and energetic children
- Ability to work in a demanding and changing environment
- Experience working with young children
- Willingness to continuously develop and improve professional skills and abilities
- Ability to work as part of a team
- Ability to facilitate group activities with young children

Salary: \$14.219 per hour, plus statutory benefits. **This position is not part of the Bargaining Unit.**

Submit resume to: Posting No. 2017- 002 at hire@dpnchc.ca
or mail to 1900 Davenport Road, Toronto, ON M6N 1B7

Due Dates: Internal Applicants: 5 pm, March 21, 2017 External Applicants: 5 pm, March 24, 2017

Davenport-Perth Neighbourhood and Community Health Centre encourages applications from candidates, whose background is diverse in terms of culture, race, language, religion, class and gender /sexual orientation. Reasonable accommodation or any other special needs will be provided in all parts of the hiring process. If you require any accommodation, please advise Human Resources. As a condition of employment, all prospective employees will be required to undertake a Vulnerable Sector Screening with Police Services. Only applicants selected for interviews will be contacted. No phone calls please. DPNCHC is a perfume free environment.