

June 23, 2022

Internal/External Job Posting:

Early Years Assistant Relief (Casual)

(Casual/on as need basis; must be able to work evenings)

Posting No. 2022-24

**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 Early Years Assistant Relief will assist staff and volunteers with the delivery of various early years' programs, and for some programs responsible for the minding and supervision of children in the absence of their parents/caregivers. The staff will promote positive and supportive early year's environments.

**Responsibilities:**

- Work co-operatively and assist other staff and volunteers in the delivery of various Early Years programs (Drop Ins, or Early parenting programs and groups)
- Help to promote a positive and supportive learning atmosphere, and have the ability to set-up age appropriate learning opportunities for children
- Help with room set-up and clean-up after program  
To actively participate in maintaining positive relations with the parents/guardians of children who are attending the program
- Maintain a safe and secure environment for program participants
- Prepare healthy snacks in a hygienic manner
- Provide appropriate supervision to groups of children (primarily between the ages of birth to six) when parents are participating in educational programs and workshops if needed
- Assist with record keeping for participants attending programs
- Report and/or document all serious occurrences and ensure that the designated Supervisor is fully informed

**Qualifications:**

- ECA, or studying ECE or Child Development
- One to two years experience working with children up to age six
- Demonstrated concern and empathy for young children and their families
- Capable of responding in a positive, enthusiastic and encouraging manner with program participants
- Ability to assist group activities with young children
- Current First Aid/CPR certificate
- Ability to work in a demanding and changing environment
- Willingness to continuously develop and improve professional skills and abilities
- Ability to work as part of a team
- Ability to work some evenings
- Second language an asset (including Spanish, Portuguese)

**Salary:** \$20.037 hour, plus statutory benefits. **This position is not part of the Bargaining Unit.**

**Submit resume to:** Posting No. 2022-24 at [hire@dpnchc.ca](mailto:hire@dpnchc.ca) or  
mail to 1900 Davenport Road, Toronto, ON M6N 1B7

**Due Date:** External Applicants: 5 p.m., July 6, 2022.

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 new hires must show proof of vaccination (2 doses) with vaccines approved by Health Canada, unless they have an exemption from vaccination under the Human Rights Code. Also 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.