



Vacancy Posting - Competition #2019-01-16 CCW-C

Posting date	January 16, 2019
Closing date	Ongoing posting
Position	Casual Childcare Worker
Hours of work	On-call Monday to Friday 8:55-11:45 am 12:30-3:10 pm
Location of work	930 Balmoral Road, Victoria, BC
Rate of pay:	\$18.23 per hour

The Inter-Cultural Association of Greater Victoria (ICA) helps individuals and organizations connect across cultures. We provide information, support and tools to help immigrants reach their goals. By engaging people through networks, education and arts programming, we create a welcoming community. ICA offers services for newcomers, including settlement and integration counseling, translation and interpretation, English classes, mentoring, volunteer matching, and peer support. We also provide outreach and education in the community through arts programming, as well as workshops on anti-racism, multiculturalism, diversity awareness, immigration and human rights.

Job description

The Childcare Worker provides on-site care in a safe, nurturing and stimulating environment for the pre-school children of participants in ICA's various settlement and integration programs, including language training, employment, information and orientation. Reports to the Childcare Coordinator.

Qualifications

- Early Childhood Education (ECE) certificate or related training.
- Current CPR and Childcare First Aid.
- Minimum two years demonstrated successful experience in a childcare setting.
- Major immigrant language and/or immigration experience is an asset.
- Experience working with immigrant/refugee children preferred.

Responsibilities

- Plans and implements a daily program of developmentally appropriate activities for children.
- Organizes space and equipment; prepares program materials prior to activities; contributes to cleaning-up after program.
- Attends to children's physical needs for diapering, toileting, eating, and sleeping.
- Records and addresses special requirements and needs in a daily log.
- Follows established procedures for implementing and monitoring safety and hygiene practices for all children.

- Participates in childminding-related training opportunities to stay current on issues

impacting ICA's clients and their children.

- Participates in regular team and organization-wide staff meetings.
- Follows all ICA policies and administrative procedures.
- Other related duties as assigned.

Required skills and abilities

- Demonstrate specialized knowledge of childcare principles and theories as they apply to immigrant and refugee newcomers.
- Create a welcoming environment for both the immigrant and refugee newcomer parents and children.
- Practice effective parent relations skills.
- Communicate effectively with immigrant and refugee newcomer children.
- Understand the ethical and legal responsibility to protect children.
- Demonstrate support for children with disabilities and their parents.
- Demonstrate knowledge of processes and procedures that ensure the health and safety of children in care.
- Demonstrate effective team work in a diverse team setting.
- Create and maintain professional boundaries.
- Practice time and resource management techniques.

Additional information

- Position requires some lifting of children and objects.
- Some travel to community locations within Greater Victoria may be required. Occasional travel to locations in other parts of British Columbia and/or Canada for purposes like professional development, networking, or conferences may also be required.
- Some work outside of regular office hours, including evenings and weekends, may be required. Flex time schedules will be made to accommodate non-regular work hours.
- ICA compensates overtime hours with time in lieu.
- Proof of recent WHMIS training and current clear criminal record check, including vulnerable populations check, is required upon hire

Please submit a **cover letter and current resume (in pdf. format)**, noting language proficiency, and relevant qualifications and experience to the Inter-Cultural Association of Greater Victoria, Attention: HR Manager, via email to careers@icavictoria.org. This is an ongoing posting until suitable candidates are hired. **Please quote Competition #2019-01-16 CCW-C in the subject line.**

*Please note: This is a unionized position subject to the terms and conditions of our Collective Agreement and of our funding agreements with various funders. As per the Collective Agreement, internal applicants will be given consideration with respect to filling the position prior to external candidates being hired. This position is open to applicants of all genders. **This position requires union membership. Only short-listed applicants will be contacted.***