

Native Child and Family Services of Toronto



EMPLOYMENT OPPORTUNITY
Teacher's Assistant
Kiiwednong Early Learning Centre (Keele/Wilson)
Regular Part –Time Position

“Native Child and Family Services is a community controlled multi service agency mandated both to protect Native children and to provide culture based services that support and enhance the quality of life for Native families, children, and youth within the greater Toronto area. The agency takes a holistic view of problems, builds on individual and family strengths, and engages clients as partners in identifying problems and their solutions.”

Position Summary

Reporting to the Supervisor, Kiiwednong Early Learning Centre, the Assistant Teacher will assist in the day-to-day operation of a child development centre including the implementation of children's programs in a team teaching environment. The duties will include:

- Assist as directed, with the day-to-day record keeping requirements of the child development centre.
- Assist in maintaining the ongoing safety, health and hygienic condition of the children at the Centre.
- Assist in maintaining the health, safety and hygiene standards of the Centre including the Centre's playroom, washrooms, playground toys and all other equipment in use by the children.
- Assist in the planning and delivering of age appropriate programs to enhance the children's cognitive, physical, social and emotional development in accordance with the Day Nurseries Act and program philosophy and Health Canada's requirements.
- Observe children's progress and behaviour to ensure that programs meet identified individual and group needs. Complete all reports and development charts as required for parent evaluations.
- As a member of the Centre's team, works in a cooperative manner with other staff and volunteers.
- Offer support and understanding to parents while being respectful of their privacy. Assist in helping parents understand their children's' needs.

Qualifications

The successful applicant will have at least a high school diploma and have some experience working with children in a group setting. Post-Secondary education in Child Care is considered an asset. In addition, you will hold an up-to-date First Aid Certificate; pass a police records check; understand the unique dynamics that exist within the Aboriginal, Inuit, and Métis cultures. You will also possess working knowledge of the theory and practice in child development and program planning, Occupational Health and Safety Act, Day Nurseries Act, Child and Family Services Act and WHIMIS. Your ability to work as a positive team member, encourage positive morale, communicate with children, parents, co-workers and teachers. In addition, your organizational skills, ability to multitask, initiative and respect for confidentiality provide you with unique characteristics that will bring success in this position.

NOTE: Please quote Competition # 10-03-02

Qualified Candidates may forward a detailed resume/covering letter by March 19, 2010 to:

Human Resource Specialist
Native Child and Family Services of Toronto
30 College St.
Toronto, ON M5G 1K2
(Fax: (647) 258-8980)
Email: hrncfst@nativechild.org

We appreciate your interest; however only those selected for an interview will be contacted.

30 College Street, Toronto, Ontario M5G 1K2
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