

PQCHC – JOB POSTING

PQCHC is an equal opportunity employer and values diversity in its workforce.

If at any stage in the selection process you require an accommodation due to a disability, please let us know the nature of the required accommodation.

JOB TITLE:	Registered Early Childhood Educator (RECE)	JOB #:	2017-0041
Status:	On-call position	Hours:	As required
Benefits and eligibility:	4% in lieu of vacation	Pay scale:	\$22.627-\$426.620/hour
Application deadline:	Tuesday May 23, 2017 at 4:00 pm		

Job Summary

Works as a member of the Nursery School teaching team to improve the life situations of high-risk children and their parents by teaching, modelling, and broadening the experiences and expectations.

Job Specific Responsibilities

1. Direct Client Service

- Advocates for families with access issues.
- Assists children/families with discharge and/or transition planning.
- Collaborates in the development of individual education plans for identified children.
- Conducts pre- and post-checklist on children in program.
- Develops and delivers parent education workshops as required.
- Encourages parent participation in the school and special activities.
- Establishes and maintains positive and supportive relationships with clients/families.
- Makes referrals to other staff and/or agencies pertaining to relevant children/family issues.
- Models appropriate child guidance techniques.
- Monitors client attendance and reports as required.
- Participates in regular chart reviews and case conferences.
- Performs needs assessments for children/families.
- Provides assistance with intake/assessment processes.
- Provides information and resources to families.
- Provides parent education through recommendations and demonstration of use of toys for families.
- Supervises program children in keeping with worker/child ratios and age group specific to the program.

2. Teamwork and Collaboration

- Assists in the development of program specific policies and procedures/guidelines and in the overall planning and development of the program.
- Attends and participates at team and general staff meetings as scheduled.
- Participates in the evaluation component of relevant program.
- Maintains effective communication of information among internal and external stakeholders.
- Provides resources and support to program staff pertaining to specific client issues.
- Participate in staff development as appropriate to the position.
- Provides support to clients of team members as needed.
- Works within established policies of off-site organizations where staff are housed.

HUMAN RESOURCES

Pinecrest-Queensway Community Health Centre

1365 Richmond Road, 2nd Floor Ottawa, ON K2B 6R7

Fax: 613-288-3407 email: hr@pqchc.com (Microsoft Word format only)

Due to the high volume of applicants, we can neither confirm receipt of nor respond to inquiries regarding your application.

Only candidates selected for interviews will be contacted.

3. Administration

- Maintains current licensing with the appropriate regulatory body.
- Maintains electronic/paper client records and protects the confidentiality of the information.
- Performs administrative functions as required by the program.
- Assists in promotional activities and recruitment/outreach to at-risk ethno-specific parents.
- Prepares client assessment as per program requirements.
- Ensures daily activities are in compliance with the Day Nurseries Act.
- Establishes working relationships with relevant agencies/services that support client needs.
- Maintains awareness of current issues and developments in the respective field.

4. Human Resources

- Provides support and assistance to volunteers and/or placement students.
- Provides training and orientation for new and cover-off staff.

5. Program Support

- Plans and implements developmentally- and age-appropriate curriculum for children.
- Sets up environment with educational and recreational age-appropriate activities.
- Supports Nursery School functions such as bus monitor, feed preparations, etc.

6. Other

- Understands the importance of supporting the children in building secure, strong attachments.
- Uses techniques and language that foster a healthy attachment.

Qualifications

1. Education

- Diploma in Registered Early Childhood Education and/or equivalent training.

2. Professional Experience

- One to three years experience working in an early childhood environment.
- Experience working in a headstart program an asset.

3. Key Competencies

- Experience working with culturally diverse and/or socio-economic populations.

4. Linguistic Profile (for Centres with French Language Service Designations)

- Under the Centre's designation to provide French Language Services for identified positions.
- English essential.
- Based on New Avenues Linguistics Rating Scale: A+ (highest skill) to C- (lowest skill)
 - French (oral expression): A+ an asset
 - French (oral comprehension): A+ an asset
 - French (reading comprehension): A+ an asset

- Other languages an asset.

5. Personal Suitability/Other Requirements

- First Aid/CPR.
- Must be able to lift children up to age 6 and participate in motorskills activities required for the position (e.g. bending, twisting, etc.).
- Proficiency in the use of computers and various software applications.