

TOWN OF CARLETON PLACE

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EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is seeking individuals for the summer contract position of **Childcare Assistant 1 with our Childcare Services department.**

Summary: The Childcare Assistant 1 works under the direction of the RECE Supervisor. The Assistant follows directions and completes all required duties associated with the classroom, housekeeping, and some basic kitchen/laundry responsibilities.

Qualification/Experience:

1. A diploma post-secondary education in a related field (Community and Social Services) or an early childhood assistant diploma program (9 months to a one year)
2. Two year's related experience working with infants and toddlers, early childhood, and/or camp, social services, educational assistant (EA), or other is required
3. Must be willing to obtain and maintain CPR-C/AED and standard first aid training
4. Must be willing to obtain and maintain Anaphylaxis training, and
5. Vulnerable Sector check (valid to 6 months of employment).

The 2024 pay grid for the position is \$20.91 - \$26.63 per hour.

A detailed job description, for this position, can be accessed at www.carletonplace.ca

Qualified candidates are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format. Please be advised that the Town reserves the right to post its employment opportunities as open until filled. Resume reviews may begin immediately and continue until the posted position is filled and any position can be filled prior to the closing date. Applications must be received no later than 12:00 p.m., Thursday, March 28, 2024, quoting "Childcare Assistant 1 Summer" by mail: Town of Carleton Place, Attn Human Resources, 175 Bridge Street, Carleton Place, ON K7C 2V8 or email hr@carletonplace.ca

We thank all applicants for their interest; however, only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.

TOWN OF CARLETON PLACE
JOB DESCRIPTION

DEPARTMENT:	Childcare Services Department
DIVISION:	Childcare
JOB TITLE:	Childcare Assistant 1
EMPLOYEE GROUP:	Non-Union
PAY GRID:	4
SUPERVISOR:	RECE Supervisor
REVISION DATE:	May 16, 2022

POSITION SUMMARY:

The Childcare Assistant 1 works under the direction of the RECE Supervisor. The Assistant follows directions and completes all required duties associated with the classroom, housekeeping, and some basic kitchen/laundry responsibilities.

DUTIES AND RESPONSIBILITIES:

1. Attends work on a regular basis, arriving in a timely manner and following the schedule as provided by the RECE Supervisor
2. Accountable for the safety and well-being of the children in care
3. Responsible for building caring and responsive relationships with children, families, and colleagues
4. Helps create a welcoming, positive learning environment
5. Ensures the various areas of the childcare spaces are kept clean and tidy during the day and assists with laundry, toy cleaning and rotation
6. Refills supplies such as diapers, paper towels, wash cloths, soap dispensers etc.
7. Brings potential problems to the attention of supervisors and/or RECE staff
8. Follows current licensing requirements and established schedules
9. Respects and encourages family involvement and engagement
10. Observes, notes, and communicates any symptoms of ill health with each child daily
11. Remains professional under pressure and demonstrates responsible decision-making in stressful or unexpected situations
12. Follows duty to report protocol for neglect, and/or unsafe child related situations
13. Participates in daily, weekly, and monthly program requirements including observations, taking photographs, creating learning stories, accident reports, etc. as needed

14. Inputs daily attendance, sleep, meal, health, toileting etc. information, using location specific software or documentation as needed
15. Assists with snacks and meals following established practices and supporting family style serving
16. Changes diapers and supports toilet training, if applicable
17. Documents building, room and yard repairs and/or maintenance in appropriate logbook
18. Communicates any/all concerns of a health and safety nature to a representative in a timely manner
19. Ensures proper storage of medicine, cleaners and other hazards and supplies
20. Brainstorms and collaborates with peers to come up with new ideas and solutions for program improvement and workplace success and fulfillment
21. Promotes workplace positivity and open communication with peers

The above generally describes the duties of the position. However, municipal work is varied in nature; employees will be required to perform duties in addition to the above from time to time as directed by the RECE Supervisor.

POSITION REQUIREMENTS:

EDUCATIONAL REQUIREMENTS:

- A diploma post-secondary education in a related field (Community and Social Services) or an early childhood assistant diploma program (9 months to a one year)
- Must be willing to obtain and maintain CPR-C/AED and standard first aid training
- Must be willing to obtain and maintain Anaphylaxis training
- Participate in four (4) hours of professional development per year

EXPERIENCE:

Two year's related experience working with infants and toddlers, early childhood, and/or camp, social services, educational assistant (EA), or other is required.

SKILLS AND COMPETENCIES:

1. Ability to lift unassisted a minimum of 45 pounds
2. Patience and a sense of humor
3. Excellent verbal and written communication skills
4. Efficient time management skills
5. Strong problem-solving skills
6. Basic abilities with technology, software, and applications
7. Discretion and good judgement when handling confidential/sensitive material/information
8. Well-developed interpersonal and communication skills

WORKING CONDITIONS:

This position requires irregular and/or split shifts starting as early as 6:15 a.m. and working as late as 6:00 p.m. There is a possibility that staff will need to stay past 6 p.m. as a result of late pick-up. Periodically, some additional work outside of regular hours may be required to complete special requests. Local travel to seminars or workshops may be required from time to time.

PHYSICAL DEMANDS:

Repetitive physical actions: standing, bending, twisting, pushing, reaching, lifting, walking, kneeling, grasping, and regular movement with choice; light, moderate and heavy unassisted lifting required (45 lbs min.), moving furniture and classroom arrangement, moderate visual demands require close and distant vision. Staff may be required to stand for long periods of time and walk on uneven ground.

ENVIRONMENTAL CONDITIONS:

This position involves the frequent use of chemicals and exposure to unpleasant odors. Possible contact with blood borne pathogens and/or bodily fluids. The employee also works outside in ranging weather conditions. This position requires flexibility to work with any age group, independently or as a team. Assigned classrooms can change often depending on the needs of the program.

SENSORY DEMANDS:

The employee is required to participate in conversations in quiet, and/or noisy, fast paced settings and will work in indoor/outdoor environments. This position requires the use of cleaning equipment such as broom and mop.

MENTAL DEMANDS:

The employee must be able to manage children's safety, schedules and tight timelines while accommodating unplanned interruptions. Prioritized duties are required as well as reading, writing and basic math skills. Excellent organization and time management skills will be needed to complete the required tasks.

N.B. Must be able to read and comprehend instructions, product/chemical labels related to cleaning supplies and food labels

SAFETY:

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town's Health and Safety Policy and understand their:

- Right to Participate
- Right to Know
- Right to Refuse Unsafe Work
- Right to Stop Dangerous Work

All employees must follow the Town's Health and Safety policy and comply with the Occupational Health and Safety Act.

WORKING RELATIONSHIPS:

INTERNAL	CAO, Department Heads, Support Staff, Members of Council
EXTERNAL	General Public, Agency Partners (i.e. Health Unit, Ministry Representatives), Other Government Bodies, Supplier Representatives

TOWN OF CARLETON PLACE

JOB DESCRIPTION

DEPARTMENT:	Public Works Department
DIVISION:	Waste
JOB TITLE:	HHW Attendant
EMPLOYEE GROUP:	Non-Union
PAY GRID:	3
SUPERVISOR:	Public Works Technician
REVISION DATE:	April 2023

POSITION SUMMARY:

A Household Hazardous Waste (HHW) Attendant is responsible to safely collect, sort, and store items brought to the HHW Facility.

DUTIES AND RESPONSIBILITIES:

1. Receives, sorts, and packs household hazardous waste items for disposal.
2. Assists in the operation of the yard waste depot as required.
3. Attends all mandatory safety training.
4. Maintains a clean work environment.
5. Abides by all safety regulations and legislation.
6. Abides by all safety regulations and legislation.

The above statements are intended to describe the general nature and level of the work being performed in this position. However, municipal work is varied in nature and employees will be required to perform duties in addition to the duties listed above from time to time as directed by the Public Works Technician.

POSITION REQUIREMENTS:**EDUCATIONAL REQUIREMENTS:**

Minimum 15 years of age.

EXPERIENCE:

Experience would be considered an asset.

SKILLS AND COMPETENCIES:

1. Excellent interpersonal skills to effectively work with co-workers and interact with the public.
2. Staff must provide their own CSA approved steel toed boots (in good condition).
The employer shall provide all other personal protective equipment.

WORKING CONDITIONS:

The employee will be required to work Seasonal hours - Saturday mornings (7:30 a.m.- 12:30 p.m.).

PHYSICAL DEMANDS:

The HHW Attendant position is physically strenuous and a demanding job. Staff are required to lift, carry, pull, and manage heavy objects up to 35-40kg and stand for the full shift.

ENVIRONMENTAL CONDITIONS:

This position involves working in all weather conditions ranging from cold to hot and humid. The position may be exposed to unpleasant sights and smells and may be exposed to dangerous and/or toxic substances and must take the necessary precautions to protect eyes, nose, and skin from irritation and infection.

SENSORY DEMANDS:

Staff may be exposed to odours from nearby waste facility. Staff must be able to read smaller text on labels without difficulty.

MENTAL DEMANDS:

All HHW Attendants must complete tasks in a timely manner. All Public Works staff must be able to effectively interact with the public in a courteous and respectful manner. The employee shall notify the Public Works Technician or designate of any operational problems or issues and ensure work is carried out according to quality standards established by the Town of Carleton Place.

SAFETY:

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- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health & Safety Act.

WORKING RELATIONSHIPS:

INTERNAL	CAO, Department Heads, Supervisor, Support Staff, Members of Council.
EXTERNAL	General Public, Trades and Construction Professionals, Ministry Representatives