



Position	Enhanced Support Worker
Department	Childcare Services
Division	Carambeck (before and after)
Pay Grid	6
Wage Range	\$30.51 - \$38.86 per hour
Supervisor	Manager Childcare Services
Status	Part-Time, Contract
Schedule	Monday – Friday (29.5 hours per week)

Job Summary:

The Town of Carleton Place is seeking a compassionate and dedicated Enhanced Support Worker to join our Childcare Services team. Reporting to the Manager of Childcare Services, the successful candidate will play a key role in supporting the inclusion of children with special educational needs or disabilities in a childcare setting. This role involves active collaboration with staff and families to enhance children's development across various domains.

This position is available based on the need for Enhanced Support Worker services, as determined by ConnectWell. The current need has been assessed at 29.5 hours per week, structured as a split shift. Depending on approvals for the children, full-day shifts may be required on PD Days and other circumstances as needed. Hours and the continuation of the role are subject to change based on the ongoing assessment of the child's requirements.

Key Responsibilities:

- Provide direct support to children with special needs to ensure their inclusion and engagement in childcare activities.
- Collaborate with program staff to implement childcare plans and apply recommended strategies.
- Foster a positive and nurturing environment that encourages active, creative, and meaningful play and exploration.
- Establish responsive relationships with children and families while facilitating diversity, inclusion, and equity.
- Document observations and maintain records related to childcare plans and strategies.
- Adhere to all Town and Childcare Centre policies and procedures.

Qualifications and Requirements:

- Diploma in Early Childhood Education (RECE), Developmental Services Worker (DSW), or Child & Youth Care; or a Child Development Degree.

- Minimum two (2) years of experience working with children with special needs.
- Must be 18 years of age or older.
- Vulnerable Sector Check (issued within the last 6 months).
- CPR-C/AED and Standard First Aid Certification (or willingness to obtain and maintain).
- Anaphylaxis training certification (or willingness to obtain and maintain).
- Participation in at least four (4) hours of professional development annually.
- Knowledge of How Does Learning Happen? Ontario's Pedagogy for the Early Years.
- Strong communication, problem-solving, and time-management skills

Work Schedule

- School Year Schedule (29.5 hours per week, Monday – Friday):
 - 7:00 a.m. – 12:00 p.m. (M/W/F)
 - 7:00 a.m. - 9:15 a.m. (T/Th)
 - 3:15 p.m. – 5:15 p.m. (M-F)
- School Holidays, including Summer Break, March Break, PA Days, and Christmas Break (Full Day shift, hours vary depending on approval and needs of the child, Monday – Friday)
- Schedule may be subject to occasional adjustments based on operational needs.

Working Conditions

- Flexibility is required to accommodate the needs of children, including split or irregular shifts.
- Physical demands include sitting, standing, bending, lifting (minimum 45 lbs), and regular movement.
- Exposure to chemicals, unpleasant odors, and possible contact with bodily fluids.

Why Join Us:

- Be part of a supportive and dynamic team in a fast-growing town.
- Engage in continuous professional learning and growth opportunities.
- Contribute to a welcoming, inclusive, and dynamic childcare environment.

Application Deadline:

Open until filled.

How to Apply:

Please send your resume and cover letter to hr@carletonplace.ca

The Town of Carleton Place is an equal opportunity employer

We are committed to fostering a diverse and inclusive workplace free from discrimination. We welcome applications from individuals of all backgrounds and abilities. If you require accommodations during the recruitment process, please contact us at hr@carletonplace.ca and we will work with you to meet your needs.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.