

## TOWN OF CARLETON PLACE - EMPLOYMENT OPPORTUNITY

Carleton Place Childcare Services is currently accepting resumes for the position of Childcare Assistant-Unqualified on a permanent full-time basis.

**Summary:** The Childcare Assistant-Unqualified 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.

### **Qualifications/Experience:**

1. Ontario Secondary School Graduation Diploma – Grade 12.
2. Current enrollment in ECE program would be considered an asset.
3. Previous childcare or child related experience such as co-op placements, coaching, babysitting, summer camp counsellor, Educational Assistant (EA) or other related experiences would be considered an asset.
4. Must be willing to obtain and maintain CPR-C/AED and standard first aid training.
5. Must be willing to obtain and maintain Anaphylaxis training.
6. Vulnerable Sector Criminal Reference Check (valid to 6 months of employment).
7. Mandatory fully vaccinated Ministry of Health COVID-19 documentation

This position will be scheduled for 7 hours per day and requires irregular and/or split shifts starting as early as 6:15 a.m. and working as late as 6:00 p.m. This position requires flexibility to work with any age group, independently and/or as part of a team. Working environments and/or classrooms can change depending on the needs of the program. 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. As these scenarios present themselves, the employee will be permitted to bank time as approved by the RECE Supervisor. Local travel to seminars or workshops may be required from time to time.

A detailed job description for this position can be accessed at [www.carletonplace.ca](http://www.carletonplace.ca). The 2022 rate of pay is \$16.21 - \$20.65 per hour with a comprehensive benefit package, 100% employer paid, plus a pension plan with matching employer contribution.

Interested applicants 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 the closing date. Applications must be received no later than 10:00 A.M. on Wednesday, November 23, 2022, quoting “Childcare Assistant-Unqualified” by email at [hr@carletonplace.ca](mailto: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**

<b>DEPARTMENT:</b>	Childcare Services Department
<b>DIVISION:</b>	Childcare
<b>JOB TITLE:</b>	Childcare Assistant
<b>EMPLOYEE GROUP:</b>	Non-Union
<b>PAY GRID:</b>	3
<b>SUPERVISOR:</b>	RECE Supervisor
<b>REVISION DATE:</b>	June 3, 2020

**POSITION SUMMARY:**

The Childcare Assistant 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. Builds 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:**

1. Ontario Secondary School Graduation Diploma – Grade 12
2. Current enrollment in ECE program would be considered an asset
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
5. Participate in four (4) hours of professional development per year

**EXPERIENCE:**

Previous childcare or child related experience such as co-op placements, coaching, babysitting, summer camp counsellor, Educational Assistant (EA) or other related experiences would be considered an asset

**SKILLS AND COMPETENCIES:**

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

**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 6:00 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 Safety Policy and understand their:

- 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 and Safety Act.

**WORKING RELATIONSHIPS:**

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