

TOWN OF CARLETON PLACE

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EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is seeking an individual to fill the position of **Enhanced Support Worker with our Childcare Services department**.

Summary: The Enhanced Support Worker provides support, as part of the team, towards the successful inclusion of children with Special Educational Needs or Disabilities in the childcare setting.

Qualification/Experience:

1. A diploma in RECE/DSW/Child Development Degree.
2. Must be 18 years of age or older.
3. Must be willing to obtain and maintain CPR-C/AED and standard first aid certification.
4. Must be willing to obtain and maintain Anaphylaxis training.
5. Knowledge of How Does Learning Happen. Ontario's Pedagogy for the Early Years.
6. Must provide a Vulnerable Sector Check (valid to 6 months of employment) every 5 years. Offence declaration will be completed annually between.

This position will be scheduled based on the needs of the department and requires irregular and/or split shifts starting as early as 6:15 a.m. and working as late as 6:00 p.m. The 2023 pay grid for the position is \$29.34 - \$37.37 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 will begin immediately and continue until the posted position is filled. Applications must be received quoting "Enhanced Support Worker" by 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:	Enhanced Support Worker
EMPLOYEE GROUP:	Non-Union
PAY GRID:	6
SUPERVISOR:	Manager of Childcare Services
REVISION DATE:	August 14, 2023

POSITION SUMMARY:

The Enhanced Support Worker provides support, as part of the team, towards the successful inclusion of children with **Special Educational Needs or Disabilities** in the childcare setting.

DUTIES AND RESPONSIBILITIES:

1. Attends work on a regular basis, arriving in a timely manner and following the schedule as provided by the Manager of Childcare Services
2. To adhere to policies and procedures defined by the childcare centres
3. Complete all necessary documentation as required
4. Accountable for the safety and well-being of all children and program staff
5. Work as an active member of the childcare team in the supervision and care of all children
6. Avoid shadowing of any particular child unless the situation warrants, and work with program staff to allow them opportunities for interaction with children with special needs
7. Participate in team discussions and provide input to the childcare plans as required, assisting program staff with implementation
8. Assist program staff with the application of strategies recommended in the childcare plan and document as required
9. Use observations to expand play, and plan activities that recognize individual differences
10. Assist in the review and development of individual plans

11. Use a variety of teaching techniques including modelling, observing, questioning, demonstrating, and reinforcing
12. Ensure that children are guided and nurtured in a positive manner, according to their individual development level through all aspects of physical, emotional, cognitive, and social skills/needs
13. Support staff with the HiMama app for communication with family
14. Exhibit professional and non-judgmental behaviour
15. Enhanced support workers will be provided with and engage in ongoing opportunities to engage in critical reflections and discussion with others about pedagogy and practice to support continuous professional learning and growth
16. Provide environments and experiences to engage children in active, creative, and meaningful exploration, play and inquiry
17. Establish positive, responsive relationships with children and their families
18. Work as an active member of the childcare team in the supervision and care of all children
19. Facilitate acceptance of diversity, inclusion, and equity for all children

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 Manager of Child Care Services.

POSITION REQUIREMENTS:

EDUCATIONAL REQUIREMENTS:

1. A Diploma in RECE/DSW/Child Development Degree
2. Must be 18 years of age or older
3. Must provide a Vulnerable Sector Check every five years. Offence Declaration annually between
4. Must be willing to obtain and maintain CPR-C/AED and standard first aid certification
5. Must be willing to obtain and maintain Anaphylaxis training
6. Participates in four (4) hours of professional development per year
7. Knowledge of How Does Learning Happen. Ontario's Pedagogy for the Early Years
8. Well-developed interpersonal and communication skills

EXPERIENCE:

A minimum of two years' experience working with children with special needs

SKILLS AND ABILITIES:

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 applications
7. Discretion and good judgement when handling confidential/sensitive material/information

WORKING CONDITIONS:

This position is scheduled based on the needs of the child that requires support care and therefore will require flexibility for 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. 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.

PHYSICAL DEMANDS:

Repetitive physical actions: sitting, standing, bending, twisting, pushing, reaching, lifting, walking, kneeling, grasping, and regular movement with choice; light, moderate and heavy unassisted lifting required (45 lbs min.), moderate visual demands require close and distant vision. Staff may be required to stand and/or sit 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, food labels, medicine, and custody agreements.

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:

INTERNAL	Manager of Childcare, Childcare Cook, Team Supervisors, Office Staff, Kitchen Staff, Educators, Cleaning Team, Supply Staff, etc.
EXTERNAL	Parents, Children, Ministry Program Advisor, Agency Partners, Contractors, General Public.