

CHILD-MINDING SUPERVISOR

Qualifications:

- A valid Assistant Early Childhood Education Certificate and license to practice (in accordance with the **Child Care Regulation**)
- An **Immigrant Childminding Orientation Certificate** (a 12 hour course designed by Westcoast Child Care Resource Centre if have less than 1500 hours of experience working with immigrant children within the last 3 years)
- A criminal record check clearance letter from the Ministry of Public Safety and Solicitor General's office
- Physician's report confirming good physical health and emotional stability
- A valid 8 hour emergency Child Care First Aid Certificate
- A Food Safe Certificate
- Evidence of compliance with the Province's Immunization standards
- Be of at least 19 years of age
- Be of good character and have the personality, ability, and temperament necessary to work with children
- Have relevant work experience preferably in a multicultural environment
- Be culturally sensitive to newcomer immigrant children and their parents
- Proven ability to work closely with other team members
- An additional language would be an asset

Responsibilities:

- Work with child minding staff and plan and carry out appropriate activities that promote the well-being of each child and that respect and reflect the diverse needs of children
- Individualize the curriculum and ensure that all activities are accessible
- In collaboration with the staff team and family members, if necessary, recommend referrals for additional services
- Set reasonable behavior expectations consistent with the centre's philosophy and policies as well as those established in the **Child Care Licensing Regulation**
- Ensure the child care environment is healthy and safe for all children and report all incidents to the Program Delivery Manager
- Ensure positive communication with the parents of the children taking into consideration language differences
- Contribute to the on-going operation of the child minding centre by following all licensing requirements
- Attend staff meetings and participate in professional development to keep up to date with developments in the field as authorized by the managerial staff
- Maintain confidentiality regarding information related to the children, families, and personnel to respect privacy policy
- Participate in short and long term planning and evaluation of child minding program review
- Write and submit requested and regular program reports
- Perform other duties as assigned

Reports to: Program Delivery Manager

Agency: Immigrant & Multicultural Services Society of Prince George

Salary: \$ 19.96 per hour (as per BCGEU collective agreement)

Hour of work: Monday to Friday 9.00 am to 12.00 - Childminding 3 hours, plus three hours cleaning time per day, one hour paper work a week. Total 19 hours a week.

Start date: September 5th, 2022

*IMSS is a unionized workplace. Membership in the BCGEU is a condition of employment.

***Only selected applicants will be contacted. No phone calls please.**

TO APPLY: E-mail your resume and cover letter to Human Resources Manager at hr@imss.ca