

Position Title: ECE Worker – Childcare

Location: 400 Cooper Street, Suite 2000, Ottawa, Ontario

Reports to: Settlement, Integration and Family Services Manager

Status: Supply – On Call

Salary/Rate: \$19.00

Start date: Immediately

About OCCSC

The Ottawa Chinese Community Service Centre is a non-profit, non-partisan, charitable organization committed to advancing the full social and economic integration and participation of newcomers, immigrants, refugees, and people of Chinese descent in the City of Ottawa.

Main Responsibilities

- Provide quality care with a child-centered approach to the children participating in the CNC program.
- Planning of appropriate activities for children in accordance with the written program philosophy.
- Welcome and interact with newcomer children and their parents.
- Provide activities and experiences that meet the individual developmental needs of the children.
- Set up and take down equipment and other items used in the program.
- Maintain records, including a daily record, Attendance Form, Child Profile, and Session Management Form.
- Inspect CNC space for safety issues and seek corrective action according to procedures.
- Work with team members to create a positive environment.

Roles and Duties

- Develop and implement daily activities that support and promote the development of newcomer children – in long term programs, short term programs or combined care programs (as applicable).
- Assess the skills, abilities, interests and needs of children.
- Attend meetings and workshops as directed by the program manager.

Required Qualifications

- Experience working with children.
- Current first aid and CPR certification.
- ECE Certification.
- Administrative and leadership skills.
- Knowledge of research and practices specific to young children, including special initiatives relevant to immigrants and refugees.
- Ability to coordinate multiple programs, including programs being offered at the same time.

Application and Deadline:

Please send a cover letter and a resume formatted as [Last Name, First Name for POSITION] to hr@occsc.org. This competition is open ended. The Ottawa Chinese Community Service Centre is an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the Ottawa Chinese Community Service Centre will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process.

If selected to participate in the recruitment, selection and/or assessment process, please inform us of the nature of any accommodation(s) that you may require. Due to the high volume of applicants, we can neither confirm receipt of nor respond to inquiries regarding your application. Only candidates selected for an interview will be contacted.