



Job Postings: Friendship House Aboriginal Supported Child Care Coordinator & ECE/Support Worker

Term: 1 Full time & 1 Part time position

The ASCD Coordinator & ECE/Support worker positions will collaboratively work collaboratively with the ASCD Consultant and AECD team. This position involves working primarily in the ASCD Program , and in the AECD programs of the Friendship House: KIDS Daycare, ASCD, Preschool.

The Friendship House ASCD Program is an inclusive program that supports children, and their families.

Responsibilities:

- Directly supervise and care for children ages, 0-11 years and youth; and in addition work in daycare ages 30months to 5 years as required; within licensing requirements.
- To read, understand and follow all Friendship House, and Child Care Community Living Facility Licensing and legal requirements, including Infant Toddler, Daycare Multi Age curriculum standards; ASCD Special Needs curriculum
- To facilitate the planning and implementations of a consistent child development, create care plans, work with professionals for speech & language, occupational therapists, consultants, child care workers, and families for the needs of the child
- To maintain and complete administrative tasks in an accurate manner and within prescribed timelines, including (but not limited to) staff scheduling, incident reports, files, inventory, supply ordering
- To coordinate events, activities, workshops for childhood educators, activities and curriculum for children and to support families
- To establish and maintain positive daily communication and interaction with families, providing quality client service and bulding meaningful relationships
- To develop and maintain positive working relationships with staff, volunteers and key community stakeholders
- To work with centre staff and volunteers to maintain a well-organized, safe and clean envrionment, including all activity and program areas, common spaces and washrroms
- To set an example for professional appearance and conduct and maintain those standards among the staff team
- To interact directly with the children, providing quality care and creative program.
- To maintain confidentiality of all information related to the centre, the children, their families, and staff
- To attend uphold Friendship House as a whole in its entirety in a positive and respectful manner; and according to Friendship House Mission Statement
- Identify and work with existing agencies who are working in the field
- Develop & implement ASCD programming, space and equipment with KIDS Daycare, Preschool, AECD Department, support teams and community organizations

-Knowledge of Community & Cultural Traditions

-Attend applicable workshops, and continue with training

-Parent literacy support

-Outreach to support clients in outlying communities

-administrative duties: registration, ECE files, knowledge of licensing regulations, ECEBC code of ethics, & policies. Knowledge of Friendship House practices & movement., budgeting, reporting, statistics, knowledge of ASCD Program, Policies and Procedures

Qualifications:

-Early Childhood Educator License to Practice required; Infant & Toddler and/or Special Needs certification required; and/or ECE Diploman or some courses taken in Infant & Toddler with intention of completion in timely manner

-Infant/Toddler, Special Needs Educator License to Practice Required; and or in the process of completing, and/or Social Work Diploma or Degree

-High level of organizational and client service skills

-Punctuality, & attendance crucial to successful work in this position

-Diplomas, certificates or other evidence of training related to child growth/development, an asset

-Experience working with children in a child care setting

-Current First-Aid Certificate

-Successful CRC required; and medical clearance

-Must have historical connection & knowledge of local First Nation's People and Community

-Ability to maintain a healthy working relationship with clients, co-workers, community

-Leadership training an asset.

-Working with knowledge of Windows, MS Office, Excel an asset

Submit Resume with cover letter with 3 local references to: Friendship House Association of Prince Rupert 744 Fraser Street, Prince Rupert BC V8J 1P9, in person;

Or email to reception@friendshiphouse.ca Attn: Executive Director

We thank you for your interest in the FHAPR, but only those to be interviewed will be contacted.