



## WoodGreen Community Services *Job Posting*

### Our Vision:

A Toronto where everyone has the opportunity to thrive

## *Early Childhood Educator Care for Newcomer Children*

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<b>Employment Type:</b>	Casual, Bargaining Unit
<b>Work Hours:</b>	Fluctuating hours
<b>Salary:</b>	F1 - \$22.06/hour
<b>Application Deadline:</b>	Ongoing

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### Who We Are

A United Way Anchor Agency, WoodGreen combines significant scale and a proven track record with an entrepreneurial mindset, continuously seeking and developing innovative solutions to critical social needs.

Now in our 81<sup>st</sup> year, we are one of the largest social service agencies in Toronto, serving 37,000 people each year. We're a group of diverse individuals who value respect, excellence, compassion, integrity, and team work.

Visit [www.woodgreen.org](http://www.woodgreen.org) to learn more about who we are and what we do.

### Program Overview – English Language Services, Building Opportunities

Newcomer Programs & Services has served newcomers and refugees in Toronto for over four decades. Its mandate is to help newcomers and refugees settle, adjust and integrate into society. Funded by the three levels of government, WoodGreen Building Opportunities operates English language training programs, settlement services, employment support programs, mentorship, networking activities, and social and recreational activities. Newcomer Programs & Services is committed to providing friendly and professional multiple services to all newcomers to help them connect with Canadian society and their new way of life. The Early Childhood Educator staff is responsible for contributing to the provision of quality care and services to children of newcomer parents while they are studying language on site.

### What You Will Do

- Work closely with the Manager of English Language Services and the team to plan, implement and evaluate child-centered, age appropriate programs for children of learners and to enhance the social and emotional development of children and their integration into their new culture.
- Create pre-literacy materials and resources to support children's English language acquisition.
- Set reasonable limits according to the child's developmental stage and give appropriate direction, encouragement and support in individual and group settings.
- Perform tasks such as taking attendance, inventory, and daily log.
- Follow-up with parents and ensure the orderly appearance of the Care for Newcomer Children site.
- Ensure the health, safety and hygiene of children.
- Ensure that safety and emergency procedures are followed.
- Communicate any issues related to the children in the centre to the parents and program manager.
- Report any signs of physical, sexual and or mental abuse of the children in care to the program manager and the Children's Aid Society.

### What You Bring to the Team

- Early Childhood Education Diploma.
- Current registration with the College of Early Childhood Educators (RECE).
- Experience in a Care for Newcomer Children program in a non-profit setting or equivalent.

### What Will Set You Apart

- Experience with children with special needs is an asset.
- Verbal and written English language proficiency.
- Verbal and written language proficiency in a second language (i.e. Southeast Asian, Amharic, Arabic, Spanish or other client language).
- Knowledge of issues of newcomers and their children.
- Demonstrated ability to direct, instruct and care for children (infants, toddlers, preschool and school age).
- Demonstrated ability to plan, create and implement child-centered, age-appropriate social/recreational and learning activities for children.
- Ability to handle emergencies.
- Ability to use professional judgement within established guidelines.
- Ability to maintain neat and accurate records and prepare reports.
- Ability to maintain confidentiality of all information related to children, parents and staff.
- Cultural sensitivity and ability to communicate with clients from diverse cultures and backgrounds.
- Demonstrated ability to work and cooperate in a team.

### Why You'll Want to Work With Us

At WoodGreen you will be part of an amazing team that does amazing things for our community.

We offer:

- ✓ Competitive salary/excellent benefits for full-time, contract (1+ year), and PSW employees
- ✓ Ongoing training and opportunities for career advancement within the organization
- ✓ Formal staff recognition and appreciation programs
- ✓ Access to group discount programs and purchases

### To Apply

Submit your resume and cover letter, **quoting the position title in the subject line**, as follows:

<b>WoodGreen employees ONLY to:</b>	hrjobs@woodgreen.org
<b>External applicants to:</b>	gphilipp@woodgreen.org, Attn: Gwim Philipp

***WoodGreen is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at [hrjobs@woodgreen.org](mailto:hrjobs@woodgreen.org) of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.***