

INTERNAL/EXTERNAL POSTING



Inuuqatigiit Centre for Inuit Children, Youth and Families is a multi-service non-profit organization serving Inuit children, youth, and their families. We are dedicated to providing cultural, educational, and support services in a caring, respectful, and collaborative environment that fosters strong and proud Inuit children and families.

Position # 2024- 125
Position: Evening Childcare Worker
Posting Date June 17,2024
Start Date ASAP
Hours: 4-5 hrs, Monday-Thursday evenings, Indeterminate Part-Time
Salary Range: Inuuqatigiit Centre offers a competitive wage and benefit

POSITION SUMMARY

Under the supervision of the Evening Childcare Lead and reporting to the Manager, Family Well-Being, the Evening Childcare Worker supervises children/youth and delivers childcare programming for Inuuqatigiit Centre's evening drop-in programs.

KEY DUTIES AND RESPONSIBILITIES

- Provide a culturally appropriate program environment for children and parents;
- Plan and deliver developmentally appropriate activities for children;
- Use a variety of strategies to engage children and youth in programming and activities;
- Participate fully and consistently as a team member;
- Implement developmentally appropriate activities for children and youth in the overall operation of programs;
- Supervise children and youth in a group setting while parents are engaged in programming elsewhere;
- Support children and youth to engage in programming
- Under the guidance of the Evening Childcare Lead, recognize and respond to the needs of each child by using positive child guidance;
- Adhere to staffing scheduled for evening childcare, as set out by the Evening Childcare Lead;
- Engage in positive collaboration with other program staff in coordinating the effective use of equipment, facilities, and personnel;
- Identify and report on concerns, incidents, issues, and hazards related to the delivery of child, youth, and family program to the supervisor;
- Serve meals to children and youth for programs;
- Participate in performance reviews;
- Understand and adhere to all program policies (e.g. health and safety);
- Participate as a team member in supervising children in programs;
- Engage in the proper use of program equipment and share responsibility for keeping a healthy and safe program space;
- Sanitize the toys as outlined in policies and procedures;
- Maintain accurate attendance information

- Complete Accident/Incident/Injury reports as required;
- Attend staff meetings and training sessions as required;

WORKING RELATIONSHIPS

- Develop and maintain positive and professional relationships with co-workers, children, and families;
- Develop supportive and professional rapport with Inuuqatigiit Centre staff;
- Participate in problem-solving and conflict resolution when required; and
- Foster positive relationships with participants using well known elements of relationship building (e.g. attentive listening, empathy, non-judgmental, etc.); and
- Act as a positive role model within Inuuqatigiit Centre and to children and youth.

WORKING CONDITIONS

- Work regular evenings related to program activities and some Saturday work may be required;
- Demonstrate stress resistance and stamina in supporting needs of Inuit children ages 0-13 years and parents;
- Physical activity associated with delivering program activities;
- Physical ability to access multi-storey building;
- Mental effort is required to deal with stress related to safety and security of children, youth program delivery and communications with parents;
- Ensure personal safety precautions are observed at all times; and
- Ensure Public Health Guidelines for COVID-19 Pandemic are followed at all times.

KNOWLEDGE AND SKILLS

- Written and spoken fluency in Inuktitut is a strong asset;
- Positive attitude towards working with children;
- Ability to communicate effectively orally;
- Ability to function effectively in a high-stress, high-noise environment;
- Ability to respond effectively in crisis situation;
- Ability to work in a collaborative staff team environment; and
- Knowledge of COVID-19 policies.

QUALIFICATIONS & REQUIREMENTS

- Inuit descent preferred;
- Experience working with children and/or youth;
- Enthusiasm, flexibility, dedication, and commitment to children and/or youth;
- Knowledge of the Ottawa Inuit community;
- Experience working with Inuit or Indigenous communities preferred;
- Police Records Check-Vulnerable Sector Check required (over 18 years);
- Medical certification of good health and record of up-to-date immunizations;
- TB Test, if applicable;
- Proof of COVID-19 vaccine (Dose 1 &2); and
- First Aid/CPR Certification (or willingness to become certified).

HOW TO APPLY:

Please apply with a cover letter and up-to-date resume to: Human Resources Department, at jobs@inuugatigiit.ca

Note that accommodations are available for applicants with disabilities throughout the recruitment process. If you require specific accommodations, please contact the HR Department through the contact information provided above, so that we can make suitable arrangements with you.

When two equally qualified candidates are considered for the same position, preference will be given to the candidate of Inuit descent.

We thank all who apply for this position. Only those applicants selected for an interview will be contacted.

This position is dependent upon funding approval.