



# *Provincial Job Description*

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***TITLE:***  
**(541) Head Child Care Worker**

***PAY BAND:***  
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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Coordinates workflow of Child Care Workers. Provides a safe environment for children, ages 0-12 to develop physically, emotionally, intellectually, socially and creatively.

***QUALIFICATIONS:***

- ♦ Early Childhood Education certificate

***KNOWLEDGE, SKILLS & ABILITIES:***

- ♦ Basic computer skills
- ♦ Communication skills
- ♦ Organizational skills
- ♦ Leadership skills
- ♦ Interpersonal skills
- ♦ Ability to work independently
- ♦ Valid driver's license, where required by the job

***EXPERIENCE:***

- ♦ Previous: Twelve (12) months previous experience as a child care worker.

## ***KEY ACTIVITIES:***

### **A. Coordination/Administration**

- ◆ Coordinates and prioritizes workflow and revises schedules/routines.
- ◆ Provides occasional guidance to the primary function of others.
- ◆ Monitors infection control and organizes routine cleaning schedules
- ◆ Attends and organizes department meetings
- ◆ Coordinates and develops day care programming to meet individual needs.
- ◆ Ensures staff compliance with policies, procedures and regulatory standards.
- ◆ Requests supplies and maintains inventory.
- ◆ Communicates with parents.

### **B. Infant and Child programming**

- ◆ Responds quickly and directly to children's needs, desires and messages and adapts responses to children's differing styles and abilities.
- ◆ Provides many varied opportunities for the children to communicate and learn.
- ◆ Facilitates a child's successful completion of tasks by providing support, focused attention, physical proximity and verbal encouragement.
- ◆ Plans many open-ended activities that have more than one right answer, and value the unique responses of the individual children.
- ◆ Provides outdoor play opportunities for children and facilitates safe outdoor activities.
- ◆ Facilitates the development of self- esteem by expressing respect, acceptance and comfort for children regardless of behavior.
- ◆ Facilitates the development of self control in children.
- ◆ Maintains child safety and teaches about personal safety.
- ◆ Facilitates rest, sleep, quiet and retreat time.
- ◆ Monitors and ensures proper nutrition and hydration (e.g., assists/feeds).
- ◆ Prepares the environment with stimulating and challenging activities that facilitate child engagement, provides choice and that considers each child's special interests and abilities.

### **C. Interaction with parents/ caregivers**

- ◆ Provides orientation of the daycare to new parents
- ◆ Communicates children's experiences with the parent.
- ◆ Welcomes parents and encourages them to become involved with daycare activities
- ◆ Participates in formal parent/staff discussions
- ◆ Demonstrates respect for the individuality and uniqueness of each family.

**D. Related Key Work Activities**

- ◆ **Maintains a clean, attractive and safe work environment which facilitates optimal growth and development of children as well as good working conditions.**
- ◆ **Maintains appropriate records.**
- ◆ **Keeps small toys clean and maintained in daycare space.**
- ◆ **Participates in centre recreational outings and field trips.**
- ◆ **May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.**

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

***Validating Signatures:***

***CUPE:***

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***SEIU:***

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***SGEU:***

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***SAHO:***

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***Date: January 13, 2026***