



Provincial Job Description

TITLE:

(541) Head Child Care Worker

PAY BAND:

11

FOR FACILITY USE:

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:

SEIU:

SGEU:

SAHO:

Date: January 13, 2026