



# *Provincial Job Description*

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***TITLE:***  
**(478) Child Care Worker**

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

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***SUMMARY OF DUTIES:***

**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**
- ◆ **Interpersonal skills**
- ◆ **Ability to work independently**
- ◆ **Valid driver's license, where required by the job**

***EXPERIENCE:***

- ◆ **Previous: No previous experience.**

## ***KEY ACTIVITIES:***

### **A. 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.

### **B. 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.

### **C. 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 where required
- ◆ 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:**

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**SGEU:**

**SAHO:**

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**Date: January 9, 2014**