



Title: Childcare Assistant

Reports to: Senior Supervisor

Status: Support Staff

Department: Childcare

Pay Range: \$13.60 - \$15.10 hourly

Full/Part Time: Part Time or Full Time

Last Amended: June 2017

SUMMARY

The Childcare Assistant is responsible for helping to create a caring and nurturing environment that protects the wellbeing of all participants of the BCITSA Childcare Centre. You observe and monitor children and learn their individual needs, then cater to these to have the greatest positive impact on their lives. You assist and lead programs, and all activities, transitions, routines and procedures. You problem-solve and adapt to constantly shifting circumstances. You continuously assist and help teach the children, while using a guidance and discipline strategy that meets the standards of the BCITSA Childcare Centre and legislation. You are also responsible for developing authentic, welcoming and trusting relationships with parents/guardians where you keep them informed and support them as primary caregivers.

JOB DUTIES

Care and Observation

- Ensure the whereabouts and safety of all children
- Be aware of the individual levels of development and needs of each child in order to customize all interactions and activities
- Know each child's allergies and special diets to ensure their food intake is appropriate
- Know the location of and procedure for using the epinephrine injector (EpiPen)
- Be aware of children who are feeling separation anxiety and address those needs
- Take pictures of special achievements and use according to program needs
- Know which children need extra stimulation and address those needs
- Assist in observational procedures, watching how children interact with one another and noting who isolates themselves, and which groupings of children have better dynamics
- Be aware of how they listen and learn in order to identify potential issues
- Be aware of how children perform basic tasks and put in place corrective strategies as needed
- Monitor use of potentially hazardous equipment and intervene when needed

Programs and Routines

- Assist throughout the daily schedule: activities, programs, transitions and routines
- Research and innovate activities, and match them to weekly themes
- Teach children activities and skills, and prepare and clean up activity spaces
- Ensure activities are taking place in appropriate spaces
- Monitor children at all times, including during naps and play time inside and outside
- Assist children in changing clothing, going to the bathroom and their hygiene
- Ensure diapers are checked and changed at set times
- Ensure the use of non-antibacterial soap
- Assist and coach children in managing their feelings

Communication with Parents/Guardians

- Develop and maintain authentic, welcoming and trusting relationships with parents/guardians
- Promote and support parents/guardians as primary caregivers

Guidance and Discipline Strategies

- Use strategies according to BCITSA Childcare Centre and legislative policies
- Model and coach respecting one another's respective personal space
- Model and coach sharing equipment, space, time and items
- Model and coach table manners and bathroom etiquette
- Separate children from problem areas after sufficient warnings
- Respect and show tact with children who are upset due to difficult personal issues

Operational Duties

- Communicate well and work collaboratively with the childcare team
- Share in the general cleaning and operational duties of the centre
- Prepare and serve food and drinks, clean dishes, and launder clothes
- Prepare, clean and put away nap beds
- Clean all work areas, equipment and surfaces
- Perform opening and closing duties

- Ensure all toys, furniture and equipment are in good condition and cleaned regularly
- Protect equipment to ensure long-term usage

Other Related Duties

- Support other staff members in their respective initiatives
- Maintain up-to-date knowledge of best practices and theories in the Early Childcare Education
- Other related duties as required

BCITSA Agent

- Maintain a professional and friendly demeanor when interacting with any internal or external stakeholders
- Understand and promote our mission and values naturally and know our basic history

Supplementary Information

- Attend all staff meetings and training sessions as required
- Must be able to lift up to 11kg (25lbs), bend, crouch, climb, stand, walk and carry
- Criminal record check must be passed every 5 years or less as employment continues

REQUIREMENTS AND ASSETS

Requirements

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|--------------------------|--|
| • Communication skills | • Early Childcare Educator Assistant Certificate |
| • Team player | • First Aid certification |
| • Nurturing and Patient | • One year of experience in a similar role |
| • Creative | • Pass a criminal record check for working with minors |
| • Problem-solving skills | |

Assets

- n/a