



**Position Posting – REGISTERED EARLY CHILDHOOD  
EDUCATOR (RECE)**  
**Children’s Program - EarlyOn Child and Family Centres**

**Posting Date:** March 5, 2018                      **Closing Date:** Open until filled  
**Start Date:** Immediate Vacancy  
**Position Type:** Part-time up to 25 hours per week from April to June 2018 to cover schedules  
Monday, Tuesday, Thursday, and Saturday  
**Reports to:** Supervisor, EarlyON  
**Location:** Acton and Georgetown

Links2Care is a non-profit, charitable, community service organization delivering a wide variety of programs and services to enhance the lives of Halton Region and Mississauga seniors, adults, youth and children.

**Position Overview:**

The RECE has accountability for the delivery of EarlyON Child and Family Centre programs and reports to the Supervisor, EarlyON Child and Family Centre. The RECE will provide leadership in the implementation of the programs, philosophy and policies; providing a nurturing, developmental program for young children and their families in a group setting, in keeping with the “*How Does Learning Happen Framework*”, Occupational Health and Safety Act, Child and Family Services Act and within policies and procedures of Links2Care. As an employee of Links2Care, the RECE will actively demonstrate Links2Care Values and will promote and support the Mission and Vision of the Agency.

**Duties:**

1. Assumes the daily responsibility for programs and services offered at the assigned sites.
2. Plans, implements and evaluates developmentally appropriate activities and experiences for children and their parents or caregivers in accordance with the program philosophy.
3. Uses a variety of teaching techniques including modeling, observing, questioning, demonstrating and reinforcing to promote and enhance development in language and literacy, creative arts, dramatic play, cognitive play, block play, emotional awareness, music appreciation, science and nature, fine motor, gross motor, sensory activities and problem solving.
4. Assumes supervisory responsibility for facility set-up, take down, maintenance and cleaning, in compliance with the location’s rental agreement.
5. Is a role model for parents and caregivers, demonstrating positive ways of interacting and playing with children, as well as dealing with child behaviours.
6. Provides non-judgmental support to parents and caregivers.
7. Provides a physically safe and emotionally supportive environment showing sensitivity to the individual needs of children in all aspects of development.
8. Facilitates an understanding of a variety of cultures and value systems.
9. Provides experiences and play materials that actively promote anti-racist and non-sexist integration and attitudes.
10. Observes and assesses children’s progress and behaviour to ensure programs meet identified individual and group needs.
11. Accurately collects and maintains client information based on program needs and employer requirements in accordance to the Links2Care confidentiality/privacy policies, and PHIPA and PIPEDA legislation.
12. Maintains a safe and healthy program and working environment.
13. Provides direction and guidance to Educator’s Assistant program staff.
14. Provides information and resources of programs and support services available to clients throughout the Halton Region.
15. Provides basic First Aid as needed.
16. Participates in the broader Links2Care team by attending and actively participating in team/staff meetings and training and development sessions.

17. Actively promotes Links2Care programs and services by participating in community events and outreach, fundraising and marketing activities as required.
18. Performs other duties as assigned that support Links2Care.

**Skills and Competencies:**

1. Demonstrates Links2Care Values.
2. Interacts and relates to children in ways that support asset-building.
3. Knowledge and understanding of “*How Does Learning Happen Framework*”.
4. Establishes and maintains positive and professional relationships with stakeholders.
5. Demonstrates professional, caring and compassionate delivery of service.
6. Communicates effectively both verbally and in writing.
7. Excellent time management skills with the ability to work independently with minimal direct supervision.
8. Ability to work collaboratively and cooperatively as part of a team.
9. Possesses analytical and problem solving skills.
10. Demonstrates accountability.
11. Computer literacy in Microsoft Office.
12. Safe food handling skills.
13. Maintains professional knowledge and competence.

**Qualifications:**

1. Must have an ECE Degree/Diploma or equivalent. (Must maintain registered membership with the College of ECE).
2. Minimum 2 years’ experience working with children and families in a group setting.
3. Valid First Aid/CPR certification.
4. Completion of a satisfactory Criminal Reference Check and Vulnerable Sector Screen prior to employment and throughout employment as requested by Links2Care is required.
5. Employees who drive on behalf of Links2Care for work related purposes must possess and provide proof of a valid Ontario driver’s license and a minimum of \$1,000,000 liability insurance on their vehicle.

**Working Conditions:**

1. The RECE will work with children at our EarlyON Child and Family Centres.
2. Hours of work will be based on availability and program needs.
3. This position may sometimes require some heavy lifting and moving of items up to 50lbs.

**Interested applicants should forward their resume including a cover letter to:**

**Via Email:                [jobs@links2care.ca](mailto:jobs@links2care.ca)**

*Links2Care reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, or disability in accordance with Links2Care policy and applicable federal and provincial law.*

*Links2Care is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (‘AODA’). Should any applicant require accommodation through the application, interview or selection processes, please contact our Human Resources Department at 905-844-0252 ext. 112.*

***We thank all applicants in advance for their interest, however, only those candidates selected for interview will be contacted.***

*For more information about the programs and services offered by Links2Care, please visit our website at [www.links2care.ca](http://www.links2care.ca).*