



ECE Assistant

Casual · Full-Time · Non-Unionized

Andrew Fleck Children's Services is looking to hire an ECE Assistant. In this role you will assist the Early Childhood Educators (RECE) in providing a nurturing, developmentally appropriate, healthy and safe environment to meet the needs of children in the group setting.

- Available from:** July 2nd, 2024 through to September 27th, 2024
Salary: \$22.08 to \$25.07 per hour
Hours: 35 hours per week, shifts between 7:30 am and 5:30 pm
Location: Sunflower Child Care Program, 700 Montreal Road, Ottawa, ON
Closing date: June 20th, 2024
Apply: E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ A place where your opinions will be respected, and your contributions valued
- ✓ A chance to grow – personally and professionally – through workshops, mentorship programs and courses, to upgrade skills, and develop new areas of expertise
- ✓ Participate in career development opportunities for a variety of different position types available within the AFCS organization
- ✓ A strong commitment to equity and diversity in the workplace and community

In this role you will...

- ✓ Meet children's needs for continuance of care, routines and education in the absence of a regular caregiver
- ✓ Implement program plans daily
- ✓ Observe children's behaviours and levels of participation
- ✓ Attend to physical needs of children
- ✓ Assist in maintaining a healthy and safe environment
- ✓ Ensure positive communication with parents

To qualify for this role you have...

- ✓ Excellent verbal and written communication skills (Bilingualism in French and English an asset)
- ✓ Previous experience assisting in early learning and care environments or working directly with children
- ✓ Clear Police Record Check (Vulnerable sector) completed in the last 6 months
- ✓ Current Standard First Aid and CPR certification
- ✓ Demonstrate understanding of a licensed group care environment
- ✓ Proven ability to work closely with other team members
- ✓ Sensitivity and respect for individual and cultural differences
- ✓ Adequate energy and ability to meet the physical demands of the job
- ✓ Early Childhood Education diploma or degree from a recognized college or university or other equivalent education (would be an asset)

We are an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at hrrecruiting@afchildrensservices.ca

