



## ECE Assistant

Temporary · Full -Time · 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.

<b>Available from:</b>	January 27 <sup>th</sup> to November 28 <sup>th</sup> , 2025
<b>Salary:</b>	\$22.08 to \$25.07 per hour
<b>Hours:</b>	35 hours per week, shifts between 7:00 a.m. to 5:30 p.m.
<b>Location:</b>	George Street Child Care Centre, 195 George Street, Ottawa, ON
<b>Closing date:</b>	January 24 <sup>th</sup> , 2025
<b>Apply:</b>	E-mail a copy of your resume to <a href="mailto:hrrecruiting@afchildrensservices.ca">hrrecruiting@afchildrensservices.ca</a>

### What Andrew Fleck Children's Services offers...

- ✓ Competitive salary
- ✓ Comprehensive benefits package including 3 weeks of vacation, Health benefits with Canada Life
- ✓ 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 our comprehensive orientation program, on the job learning, and in-house and external training
- ✓ 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...

- ✓ 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)
- ✓ An additional language (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](mailto:hrrecruiting@afchildrensservices.ca)

