



## International Women of Saskatoon (IWS) Position Description

<b>JOB TITLE:</b>
<b>Early Childhood Educator – LARC Regina</b>
<b>TITLE OF DIRECT/FUNCTIONAL SUPERVISOR:</b>
LARC Regina Coordinator
<b>TITLES OF DIRECT REPORTS:</b>
Early Childhood Assistant
<b>ORGANIZATIONAL PROFILE:</b>
The International Women of Saskatoon (IWS) is a grassroots women’s organization and a registered charity established in 1985 with the mandate to help improve the status of newcomer/ immigrant/ refugee women and their families residing in Saskatoon and area by assisting them, using innovative programs and delivery strategies, to become full participating members of Canadian society.
<b>PROGRAM DESCRIPTION:</b>
The Language Assessment and Referral Centre (LARC) is a centralized federal English language assessment center in Saskatchewan authorized to: <ul style="list-style-type: none"> <li>• Conduct screening to determine eligibility for federally funded language programs</li> <li>• Provide free assessments to help determine clients’ current linguistic/language skills</li> <li>• Present clients with options for federal language training (LINC) programs</li> </ul> The Centre is funded by Immigration, Refugees and Citizenship Canada (IRCC) and managed by International Women of Saskatoon (IWS) Inc. We work in collaboration with LINC providers in Saskatoon/Regina to support the language learning outcomes of our clients.
<b>SUMMARY OF POSITION/MANDATE (PURPOSE):</b>
The Early Childhood Educator will ensure the Health and Safety of Children Participating in the Care for Newcomer Children (CNC) Program through the Provision of Quality Care with a Child-Centered Approach while Eligible Newcomer/Permanent Resident Clients are onsite receiving Language Assessment Placements and Referral Services.
<b>TASK DESCRIPTION:</b>
<ul style="list-style-type: none"> <li>• Develop and implement appropriate activities and experiences that support and promote the physical, cognitive, emotional and social development of newcomer children</li> <li>• Lead activities by telling or reading stories, teaching songs, and providing opportunities to express creativity through the media of art, play, music and physical activity</li> <li>• Follow organizational protocols in strict compliance with CMAS and CNC requirements</li> <li>• Prepare daily/monthly activity reports, maintain records, including a daily record, Attendance Form, Child Profile and Session Management Form</li> <li>• Engage children in activities that support a child-centered approach</li> <li>• Provide appropriate supervision of children</li> <li>• Support the clients with due consideration for their unique situations</li> <li>• Plan and maintain an environment that protects the health, security, and well-being of children, including inspecting space for safety issues and seeking corrective action according to procedures</li> <li>• Undertake other duties as assigned and as may be required in furtherance of the Objectives of the Organization</li> </ul>

<b>FACTOR INFORMATION</b>
<b>EDUCATION &amp; EXPERIENCE</b>
The incumbent requires Early Childhood Education Level II or III and minimum 2 years of relevant experience working in the field of child care. Experience in the immigrant, refugee settlement and integration sector is an asset.
<b>SKILLS &amp; KNOWLEDGE</b>
<ul style="list-style-type: none"> <li>• Ability to resolve issues and concerns of newcomer parents</li> <li>• Understanding and awareness of settlement issues and the distinctive needs of newcomer children and families</li> </ul>



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- Recognition of the issues associated with caring for children on a short term basis, especially issues associated with transitions and separation
- Flexible and creative in meeting program and children needs
- Able to work independently and as part of a team
- Excellent communication skills, both oral and written
- Must have a positive attitude and enthusiasm
- Proven computer skills (Microsoft Office, Email, Internet etc.)
- Current First Aid/CPR Certification Level C
- Valid Criminal Record Check including Vulnerable Sector Search
- Current Health Assessment including Immunization and Proof of Tuberculosis Status
- Equivalent of Canadian Language Benchmark Level 6 for Speaking and Listening and Level 6 for Reading and Writing
- Ability to speak additional Language(s) is an Asset

### **EFFORT**

- Position involves working with young children and may include lifting and participating in physical activities.

### **WORKING CONDITIONS**

- Will work in an office environment

### **HOURS OF WORK & SCHEDULE**

- 14 hours per week
- Thursday - Friday, 9:30am – 5:00pm

### **WAGE & BENEFITS**

- \$18/hour plus MERCs

### **CONTACT INFORMATION**

#### **APPLY TO:**

HR/Policy Supervisor  
International Women of Saskatoon  
workingwithiws@sasktel.net

#### **APPLY BY:**

Friday, December 8, 2017

#### **CONTRACT DURATION:**

December 21, 2017 – March 31, 2018

#### **NOTE:**

We wish to advise that only those individuals who have been selected for an interview will be contacted.