



International Women of Saskatoon (IWS) Position Description

JOB TITLE:
Early Childhood Educator – LARC Regina
TITLE OF DIRECT/FUNCTIONAL SUPERVISOR:
LARC Regina Coordinator
TITLES OF DIRECT REPORTS:
Early Childhood Assistant
ORGANIZATIONAL PROFILE:
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.
PROGRAM DESCRIPTION:
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"> • Conduct screening to determine eligibility for federally funded language programs • Provide free assessments to help determine clients’ current linguistic/language skills • Present clients with options for federal language training (LINC) programs 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.
SUMMARY OF POSITION/MANDATE (PURPOSE):
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.
TASK DESCRIPTION:
<ul style="list-style-type: none"> • Plan appropriate activities for immigrant and refugee children in accordance with the written program philosophy • Follow CMAS and CNC Requirements • Develop and implement daily activities and experiences that support and promote the individual development of newcomer children • Prepare daily/monthly activity reports, maintain records, including a daily record, Attendance Form, Child Profile and Session Management Form • Engage children in activities that support a child-centered approach • Provide appropriate supervision of children • Support the clients with due consideration for their unique situations • Inspect CNC space for safety issues and seek corrective action according to procedures • Undertake other duties as assigned and as may be required in furtherance of the Objectives of the Organization

FACTOR INFORMATION
EDUCATION & EXPERIENCE
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.
SKILLS & KNOWLEDGE
<ul style="list-style-type: none"> • Ability to resolve issues and concerns of newcomer parents • Understanding and awareness of settlement issues and the distinctive needs of newcomer children and families • Recognition of the issues associated with caring for children on a short-term basis, especially issues associated with transitions and separation



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- 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 to Friday, 9:30am – 5:00pm

WAGE & BENEFITS

- \$18/hour plus MERCs

CONTACT INFORMATION

APPLY TO:

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

NOTE:

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