

## INTERNAL/EXTERNAL JOB POSTING

**Posted:** 14 January 2025

**Deadline for applications:** 24 January 2025, 5:00 pm

**Submit resume and cover letter to:** narni@centre55.com

**Position:** ECA (Early Childhood Assistant)  
**Status:** Part – Time (over 18 and under 40 hours)  
**Accountability:** The Manager of the Children's Licensed Program's  
**Job Type:** **Union:** CUPE Local 2998  
**Compensation:** Grade 1 – Level 1: \$19.20 including PWE of \$2.00 for every hour worked and 4% vacation pay  
**Location:** 175 Main St, Toronto, ON M4E 2W2  
**Number of positions:** 2  
**Expected hours of work:** Monday to Friday, 37.5 hours per week, 12 month-term  
**Start Date:** 27 February 2025

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### Job Description

Community Centre 55 is a community-based organization, developed by and accountable to the community. The main purpose of Community Centre 55 is community service delivery and to act as an intermediary organization facilitating the development of the community by helping it to strengthen its capacity to fulfil its own needs. Community Centre 55's unprejudiced overall approach is to "help people help themselves". Community Centre 55 practices an inclusive style of community development and entrepreneurship. All employees of Community Centre 55 have the opportunity and the responsibility of participating in our corporate mission of community centre programs, services and self-sustaining campaigns. CLP staff will be responsible for the delivery of a program base that follows Ontario's Pedagogy for the early years 'How Does Learning Happen?' for children age 18 months-12 years old as well as the ELECT framework which follows the Child Care Early Years Act (CCEYA), Children's Services Assessment for Quality Improvement (AQI), Community Centre 55 & CLP Policies and Procedures.

### Major Responsibilities

- To support RECE staff and children design and implement an age appropriate program following Ontario's Pedagogy requirements.
- Directly responsible for the care and safety of the children when working in any of the programs
- Safely helps accompany children to/from destinations
- Directly responsible for the care, safety & supervision of the children
- Brings to the attention of the RECE staff any discrepancies with the health of the children or parent comments
- Helps distribute nourishment to all children; ensures any special dietary or health requirements are met
- Visual monitoring and accompaniment to the bathroom for pre-school groupings and children in toilet training, encourages all children to use proper hygiene habits
- Instructs and assists children in washing, dressing, toileting, eating, etc. to develop self-help skills
- Participates to ensure the safety and well-being of all the children/staff/volunteers/students while in the care or working at the centre following all required legislative Policies, Procedures & Protocols
- General maintenance of program equipment; checks toys, rooms and equipment used in activities to ensure safe functioning and sanitizes same including laundry as required
- Sets up activity area and tidies same checking all areas for safety and cleanliness following Public Health, CCEYA & Children's Services AQI guidelines and protocols
- Moving/lifting of equipment such as tables and chairs, sensory toys, carpets etc.
- Helps to document attendance of children, washroom charts, prepares accident reports and completes any other paperwork as required by legislation and Centre 55 Policies and Protocols
- Participates in staff, team meetings & mandatory educational workshops taking and transcribing minutes on a rotational basis
- To liaise with the Site Supervisor
- Other tasks as necessary for operational requirements

**Mandatory requirements:**

- 18 years or older
- Clear Vulnerable Sector Check (no older than 4 months)
- Up to date immunizations as per Public Health
- Standard First Aid with Child/Infant CPR
- Food Handler Certification

**Specifications**

- Experience working with children in a licensed facility an asset.
- Ability to cooperate, follow instructions, take notes and direction as required
- Ability to supervise children at **all**
- Ability to cooperate and follow instructions.
- Ability to communicate in English fluently & effectively both orally and in writing 2nd language is an asset
- Ability to lift & carry a weight up to 20kgs, work with chemical cleaning solutions & stand for long periods of time
- Ability to work in a team and as an individual
- Ability to converse with peers/parents in a respectful, diplomatic and non-judgmental manner
- Ability to converse Policy discrepancies by peers, volunteers, students to the CLP Manager in a professional manner
- Ability to be flexible, punctual, responsible and approachable
- Fundamental knowledge of the CCEYA, Toronto Public Health requirements. Child and Family Services Act and Children's Services Act, HDLH & Ontario Pedagogy with the ability to meet the specifications of these acts and any other related regulations that apply to this work.
- Enjoy playing with children and viewing them as competent, capable of complex thinking, curious and rich in potential
- Excellent skills in; written & verbal communication, patience, problem - solving, coaching, leading, and motivating children.