



# Job Description

## Child Care Worker (untrained)

|                |                               |
|----------------|-------------------------------|
| Position Title | Child Care Worker (untrained) |
| Employee Name  |                               |
| Reports to     | Executive Director            |
| Classroom      |                               |
| Location       |                               |
| Date           |                               |

### General Accountability Statement

The Child Care Worker (untrained) is an entry level position responsible to provide a safe, caring and developmentally appropriate early learning environment for a class of children between the ages of four (4) months and twelve (12) years.

The Child Care Worker (untrained) uses Centre philosophy, programs and policies to maintain a standard of care that contributes to the Centre's reputation for excellence.

### Duties and Responsibilities

The primary job duties and responsibilities for the Child Care Worker include but are not limited to the following:

#### Child Development and Care

- Facilitate the development and behaviour of children
  - Uses a variety of observation and documentation techniques
  - Facilitate cognitive, language, social, emotional, creative and physical development of children
  - Facilitate acceptance of diversity
- Develop, implement, and evaluate programs
  - Research a variety of curriculum models
  - Implement an inclusion policy
  - Develop, implement, evaluate and monitor an infant, toddler, pre-school, kindergarten, school-age or multi-age program as required
  - Identify and implement appropriate interventions for children
  - Modify environment to ensure accessibility

- Support the holistic development of all children
  - Build meaningful relationships with the children
  - Identify and expand upon learning opportunities (teachable moments)
  - Identify and support individual learning and development, diversity, equity and inclusion
  - Maintain documentation of child's development
- Meet health, welfare and safety needs
  - Accommodate for children's allergies
  - Administer medication and/or procedures
  - Implement preventative health and safety measures
  - Develop and implement safe travelling practices
  - Provide first aid and CPR
  - Implement emergency and evacuation plans and security procedures and review safety-related issues
  - Follow safe toileting and diapering procedures
  - Identify and report suspected cases of child abuse and neglect
  - Promote a healthy lifestyle
  - Promote environmentally sound practices
  - Actively supervise children at all times, including during outings and field trips
- Meet nutritional needs
  - Plan and provide nutritious meals and snacks
  - Prepare and provide infant nutrition
  - Promote healthy eating
  - Accommodate for special nutritional requirements
- Guide children's behaviour
  - Establish with colleagues an environment to foster positive behaviour in the program
  - Guide and observe children
  - Implement positive behaviour guidance
  - Facilitate appropriate language, conflict resolution, empathy, problem solving and coping skills
  - Use and promote active listening skills
  - Use natural or logical consequences
- Protect children from physical and emotional harm

### **Record keeping**

- Maintain records for legislative and regulatory purposes
  - Record daily and monthly attendance
  - Record and report accidents, incidents and occurrences as required
  - Record cleaning procedures
  - Prepare record of ill health
  - Record medical procedures and the administration of medication
  - Maintain up-to-date children's records
  - Record facility maintenance and safety checks
  - Complete child's daily log for parents
  - Complete daily program log book/record

## Equipment and Facilities

- Develop and maintain a safe environment
  - Check for physical hazards
  - Maintain and implement safety standards and protocols
  - Use developmentally appropriate equipment
  - Adapt programming and equipment to unique settings and situations
- Operate and maintain facilities
  - Maintain equipment, materials and furnishings
  - Maintain indoor and outdoor physical environment
  - Monitor cleanliness and sanitation of all areas used by children

## Family and Community Relations

- Form collaborative partnerships with families
  - Build and maintain meaningful relationships with families
  - Orient families to programs
  - Communicates and collaborates with parents
  - Provide family resources
- Use community resources
  - Access and engage community resources, facilities and services
  - Raise awareness of community events
  - Involve volunteers
- Advocate for children and families
  - Make connections between families and resources
  - Respect the rights of the child
- Provide an inclusive environment
  - Collaborate with parents to identify strengths, needs and interests of the child
  - Collaboratively develop and implement inclusion plans with other professionals and parents

## Professional Relationships

- Work as a member of a professional team
  - Create partnerships with colleagues and volunteers
  - Participate in meetings
  - Liaise with stakeholders
  - Demonstrate leadership
  - Follow policies and procedures

## Personal and Professional Development

- Conducts self professionally
  - Maintains professionalism
  - Follows policies and procedures and uses a code of ethics to guide practice
  - Maintains confidentiality
  - Maintain required professional certifications and/or registrations

- Keeps up to date with legislative requirements
- Maintains a work/life balance
  - Engage in ongoing self-assessment
  - Maintain physical and mental well-being
- Participates in professional development
  - Develop and implement a professional development plan
  - Evaluate progress based on the professional development plan
  - Participate in professional workshops, courses and ongoing learning
  - Network with peers
- Advocate for the profession
  - Participate in professional organizations
  - Promote the profession

## Qualifications

### Education, Qualifications and Certifications

- Grade 12 or equivalent through the General Education Development program
- Must successfully complete the Nova Scotia Department of Community Services orientation program within the first year of employment
- Must be at least sixteen (16) years old
- Current First Aid and CPR Certificate
- Child Abuse Registry Check (for any person over the age of 13)
- Criminal Record Check (for any person who is over the age of 18)

### Experience

- Minimum of one (1) year of demonstrated proficiency in child care standards of practice in a licensed child care setting or other acceptable equivalent experience

### Specialized knowledge

- Promotes ethical practices and attitudes of the Nova Scotia Child Care Association
- Relevant legislation includes, but is not limited to, the following:
  - Nova Scotia Department of Community Services Food and Nutrition Standards
  - Fire Inspection
  - Employment Standards Act of Nova Scotia
  - Nova Scotia Occupational Health and Safety, including WHMIS
  - Nova Scotia Daycare Act and Regulations

### Skills and Abilities

- Ability to work independently with direction, multi-task, time management, organizational skills
- Team player

- Strong interpersonal and communication skills
- Responsive and responsible to address issues and concerns at work

**Personal Characteristics**

- Flexible, patient, professional, prompt and reliable attendance at work
- Creative, enthusiastic, neat and appropriate personal appearance and attire

**Working Conditions**

- The Child Care Worker works in a noisy and busy environment with regular interruptions requiring the ability to change priorities quickly and tolerate stress
- Regular business hours with occasional requirement for evening and weekend work
- Regular outdoor work is required, including during inclement weather

**Physical Requirements**

- Lifting to 60 lbs
- Outdoor work, including snow shovelling and salting walkways
- Exposure to illness and noise.

**Direct Reports**

None.

**Approval**

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|---------------|---|
| Approved by   | <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> <span style="width: 45%;"></span> <span style="width: 45%;"></span> </div> <div style="display: flex; justify-content: space-between;"> <span style="width: 45%;">Signature</span> <span style="width: 45%;">Title</span> </div> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <div style="width: 100%;">Printed Name</div> |
| Date approved | <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="width: 100%;">Date</div>  |