



Department	EarlyON Child & Family Centre
Position	R.E.C.E. Program Facilitator – Erin
Salary Range	TBD
Hours	40 Hours/Week (including Saturday)
Vacation Time	2 weeks (Paid)
Benefits	Additional 6% In Lieu of Benefits Life Insurance Accidental Death & Dismemberment Long Term Disability

The EarlyON Child & Family Centre Program Facilitator (RECE) works as a member of the EarlyON team to plan, implement and provide appropriate information, services and programs for parents, caregivers and children 0-6 years attending EarlyON Child & Family Centres.

Job Responsibilities:

- Maintain membership of the College of Early Childhood Educators in good standing and uphold its Code of Ethics and Standards of Practice
- Maintain a safe, positive enriching environment for children that reflects the pedagogy of *How Does Learning Happen? Ontario's Pedagogy for the Early Years*
- Develop, plan, and provide appropriate information, services and programs that support families in meaningful ways
- Respect and support the important role of parents and caring adults as the child's first teacher and play partner
- Welcome, support and interact with all program participants integrating bias-free strategies in recognition of the rich diversity of families
- Communicate effectively with families of all backgrounds and abilities using inclusive language and interactions
- Create a comfortable and welcoming atmosphere that reflects trust and understanding in relationships amongst staff and program participants
- Ability to apply knowledge of child development in program planning, and information sharing with parents and caregivers

- Provide quality, developmentally appropriate, play-based emergent learning opportunities that are shaped by the participating family's knowledge, interests and experiences
- Organize and assess play areas, equipment and materials to create an engaging, welcoming, inclusive environment that encourages parents and caregivers to connect with each other and their children
- Document children and family's experiences with materials and each other to serve as a basis for meaning making, relationship building and programme planning
- Assist with program set-up, and clean-up following CRC sanitary practices
- Model positive relationships with children and adults
- Provide a solution focused approach when working through challenges
- Guide children's learning and development through positive adult-child interactions
- Communicate with parents as needed about issues relevant to their child (ie. child development, sleeping/eating, information about resources, etc.)
- Provide individual supports to parents/caregivers in form of referrals, linkages with other professionals, etc.
- Facilitate one on one consultation with families that need further supports and services
- Assist in the creation and distribution of communication materials for the programs as well as promoting awareness of children's services
- Have an understanding of community resources in order to facilitate access to services for program participants
- Work collaboratively with community partners to provide family support services and promote community programs
- Maintain a positive rapport with parents, co-workers, students, volunteers and other professionals
- Contribute to outreach initiatives to attract new families to the Centre
- Facilitate workshops for program participants as required
- Engage in reflective practice with team members
- Participate and contribute to team meetings
- Attend professional learning opportunities that reflect current early learning and care research and trends
- Participate in on-going reflective evaluation of program and service delivery
- Mentor, supervise and evaluate student teachers and volunteers
- Collect accurate information from participants including attendance, registration forms, incident reports, etc.
- Gather information, stories and other data including participant feedback, surveys, etc.
- Work with the EarlyON Manager to monitor and order program supplies
- Ensure all policies and procedures of service agency are being met
- Report to the EarlyON Manager

Required Qualifications

- Must be a Registered Early Childhood Educator with the College of Early Childhood Educators in good standing.
- Preference given to applicants who have a minimum of 2 years related experience working with children and families
- Strong knowledge and application of the College of Early Childhood Educator's *Code of Ethics and Standards of Practice*
- Have a working understanding of the *Child Care and Early Years Act, 2014*
- Working knowledge of the province's current pedagogical statements
- Have a thorough knowledge of child development for children ages birth to 6 years.
- Experience facilitating parent/child and caregiver workshops
- Knowledge and experience working with community supports for families and children.
- Excellent customer service skills and the ability to work with diverse families in a professional manner.
- Documentation to support ongoing professional development in the field of early learning and care.
- Well- developed written and verbal communication skills
- Ability to maintain confidentiality
- Excellent knowledge of computers, software, programs and databases
- Current Vulnerable Sector Check (upon hire and every 5 years thereafter)
- Valid Standard First Aid Certification including Infant and Child Cardiopulmonary Resuscitation (CPR) – Level C
- Up-to-date Immunization Record
- Valid Driver's Licence with access to a reliable vehicle
- Ability to work flexible hours including days, evenings and week-ends