



# Northwest London Resource Centre

## CNC Support Staff

### **Report to:**

The CNC Support Staff will be an employee of Northwest London Resource Centre (NWLRC). Day-to-day supervision will be provided by the CNC Lead Staff of NWLRC in the form of formal supervision meetings as well as informal support as requested.

### **Position overview:**

CNC Support Staff will provide quality care with a child-centered approach to the children participating in the CNC program ensuring health and safety. Program will support the work of the Settlement Integration Department of NWLRC team as they provide settlement support services and sessions to parents.

### **Commitment**

This is a part-time position for (10 hrs/week) plus occasional events as directed by the Coordinator of Settlement Integration Services of NWLRC.

**Salary:** \$24.76/hr

### **Duties and Responsibilities**

Under the guidance of the CNC Lead Staff of NWLRC, the CNC Support Staff will be responsible in meeting CNC requirements, including:

- Follow the CNC Requirements
- Planning of appropriate activities for children in accordance with the written program philosophy
- Welcome and interact with newcomer children and their parents
- Provide activities and experiences that meet the individual developmental needs of the children
- Set up and take down equipment and other items used in the program
- Maintain records, including a daily record, Attendance Form, Child Profile, and Session Management Form
- Inspect CNC space for safety issues and seek corrective action according to procedures
- Work with team members to create a positive environment

### **Qualifications**

- Previous experience working in the child care field
- Current first aid and CPR certification
- Current proof of immunization and Tuberculosis status
- Current Criminal Reference Check and Offence Declaration



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## **Skills and Abilities**

- Develop and implement daily activities that support and promote the development of newcomer children in short term programs
- Bring an understanding of the programming needs of children who drop in for care for short periods of time
- Recognition of the issues associated when caring for children on a short term basis
- Understanding and awareness of settlement issues and the concerns of newcomer children and parents
- Engage children in activities that support a child-centred approach
- Assess the skills, abilities, interests and needs of children, document and report back to CNC lead for further program development
- Discuss children's progress or concerns with parents and other CNC staff members
- Attend training, meetings and workshops as directed by the manager

## **Physical Requirements**

- The job involves working with young children and includes lifting and participating in physical activities

To apply for the position please send resume and cover letter as one Word Document or PDF File via email to: Vincent Tao, Communication Co-ordinator at [vtao@slnrc.ca](mailto:vtao@slnrc.ca)

Thank you for your interest in this position but only candidates selected for an interview will be contacted. Please do not call.

***“We work together to “empower and enrich the neighbourhood in an inclusive environment.”***