



INTERNATIONAL WOMEN OF SASKATOON (IWS)

JOB TITLE:
Early Childhood Educator Level I (Regina)
TITLE OF IMMEDIATE SUPERVISOR:
Manager - NOLA
TITLE OF DIRECT REPORTS
N/A
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 the Canadian society.
PROGRAM DESCRIPTION:
The Care for Newcomer Children program is a short-term support service that provides access to childminding to adult clients accessing on-site assessments.
SUMMARY OF POSITION/MANDATE (PURPOSE):
The E.C.E Level I will ensure the Health and Safety of Children participating in the Care for Newcomer (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:
Early Childhood Education/ Childcare Support Services <ul style="list-style-type: none">• Provide appropriate supervision and plan activities for newcomer children in accordance to CNC requirements• Develop and implement appropriate activities that support and promote the individual developmental needs of newcomer children (physical, cognitive, emotional and social development)• Develop structured schedule of daily activities that are culturally sensitive and age appropriate.• Complete the registration of children in the CNC program; Ensure sign-in and sign-out procedures are followed.• Ensure parents receive an orientation of the CNC Program; outline expectations• Ensure there are sufficient and appropriate materials and equipment for the operation of a session; Set up and take down equipment and other items used in the program• Ensure Staff-Child ratios are met according to CNC requirements; report any discrepancies to Management.• Lead and engage children in activities through a variety of mediums such as art, music, dramatic play, reading, etc.• Maintain daily records including: attendance/session management forms, journal of program activities, child report cards, child registration forms, and any other child files.• Discuss children's progress or concerns with parents and management.• Conduct regular Follow-Up Calls with clients/parents to ensure highest quality of service; Assist management with program evaluation when required.



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- Guide and assist children with hand washing, mask wearing, bathroom breaks or other tasks; Use proper diapering techniques on infants and toddlers.
- Complete mandatory monthly fire drills, annual evacuation drills and complete required documentation
- Complete the mandatory monthly space safety checklist; inspect the space for safety issues and seek corrective action according to procedures
- Complete regular cleaning and housekeeping duties in the CNC space
- Comply with all internal COVID-19 policies and procedures including but not limited to: masking, physical distancing, daily symptom and temperature checks, proper and frequent sanitization, supply and equipment rotation, and any other procedures as directed.
- Attend all mandatory meetings and training sessions as directed by the Manager, LARC Saskatchewan Program
- Follow Organizational protocols in strict compliance with IWS and CMAS Care for Newcomer Children requirements
- Perform any other duties as assigned and related to the position.

Factor Information
Education and Experience <ul style="list-style-type: none"> • Early Childhood Education Level I Certification • First Aid and CPR Level C Certificate • Early Childhood Education Level I Certification with minimum two years of relevant work experience in the child care field will be considered • 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. • Knowledge of research and practices specific to young children, including special initiatives relevant to immigrants and refugees, as well as an ability to implement programming and make changes that are beneficial to young newcomers • 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 and Internet etc.). • Equivalent of Canadian Language Benchmark Level 6 for speaking and listening and Level 6 for reading and writing • Valid Criminal Record Check with Vulnerable Sector Search. • Other language abilities are an asset.
WORKING CONDITIONS <ul style="list-style-type: none"> • Will work in an office environment
EFFORT



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- Position involves working with young children and may include lifting and participating in physical activities.

WORKING CONDITIONS

- Will work in an office environment

WAGE

- \$18.03 per hour

HOURS OF WORK & SCHEDULE

- Monday - Friday: 9am-4.30pm

Contract Expiry Date

December 31, 2024

CONTACT INFORMATION

APPLY TO:

Apply by sending your application (Cover Letter and Resume) to:
Human Resources/Operations Manager
International Women of Saskatoon
careers@iwssaskatoon.org

APPLY BY:

March 12, 2024

NOTE:

Please send in your application, using **E.C.E Level I (Regina)** as the subject of the e-mail.
We wish to advise that only those candidates who have been selected for an interview will be contacted.



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