



Job Description

Position	Casual Child Development Staff
Reports to	Program Manager
Effective Date	October 2020

JOB SUMMARY

Our Kids Count empowers individuals to build stronger families and inclusive communities by enhancing people's lives through personal growth and development.

As part of the OKC team, Casual child development worker will:

- provide opportunities for families in need of support to identify their needs and to develop strategies to respond to those needs in regard to their children and parenting
- be under the supervision of the program manager but will be expected to work independently with clear guidelines defining their role.

OKC involves families in all aspects of program planning, implementation, and evaluation.

PRIMARY RESPONSIBILITIES

- to demonstrate respect for the diversity of individuals
- to plan a child development program based on observation and child development knowledge
- to ensure that the playroom is safe, clean and inviting
- to model appropriate communication skills to help develop positive relationships with parents, children, staff, and community.
- to build relationships with children and guide behaviour toward the goal of self-discipline using positive guidance techniques.
- get down to children's level and actively participate in activities that children are doing
- to complete all required forms and ensure all information is forwarded to the appropriate place
- to provide orientation to new families at the start of each new program and for on-going programs
- to complete tracking sheet and daily sign in sheets
- all other duties as requested
- training provided

EDUCATION/EXPERIENCE

- Minimum two years' experience working with children from high risk populations in a childcare related position

SKILLS & ABILITIES

- ability to plan a program that is developmentally appropriate
- ability to work independently or as part of a team
- willingness to work flexible hours
- willingness to learn and try new things in regard to programming
- respect for maintenance of confidentiality
- responsive to the needs of a multicultural community, keen interest in the well-being of children and families

CONDITONS OF EMPLOYMENT

- Willingness to work flexible hours, some evenings, or weekends
- Ability to come in at 1-hour notice for shifts
- Criminal records check vulnerable sector is a must
- Negative Covid test done prior to employment
- Car and valid driver's license

ASSESTS

- First Aid & CPR

REVIEWED BYEXECUTIVE
DIRECTOR*Date*PROGRAM
MANAGER*Date*