

**United Native Friendship Centre
JOB DESCRIPTION**

Position: Jordan's Principle 1:1 Childcare Support Worker	Created: September 2022
Job Class: 3	Approved:

Immediate Supervisor: Abinoojii Gamig Team Lead or Designate

Position Summary: *The Jordan's Principle 1:1 Childcare Support Worker* is accountable to the United Native Friendship Centre and responsible to the policies and direction as determined by the UNFC Board of Directors and Executive Director.

Under the supervision of the Team Lead, the Childcare Support Worker is responsible to assist with the delivery of the early years program to children with identified special needs determined by the supervisor, the Resource Consultant, and other service provider providing specialized services to the children. The role of the Childcare Support Worker will be influenced by the specific needs of the children. Training required to perform the duties of this position will be provided by the Resource Consultant and/or other qualified personnel.

Qualifications

- Secondary School diploma or equivalent
- Education Assistant Course preferred or TWO YEARS OF RELATED EXPERIENCE IN A RELATED FIELD
- Physical ability to perform the essential duties of the job
- Effective oral and written communication skills
- Must be able to function as a member of the team
- Flexibility to suit the varied needs of children (developmental, physical, behavioral needs)
- Sensitive to the culturally based activities, teachings, and practices of UNFC (ie. Smudge, Drumming, Ceremonies etc.)
- An attitude of respect and sensitivity towards children with varied abilities, medical needs, developmental needs, behavioral needs, socio-economic status.
- Computer skills preferred
- Excellent communications and organization skills
- Satisfactory Vulnerable Sector and Criminal Reference check
- Current First Aid/CPR and WHMIS
- Provide immunization record

Specific Duties:

1. To maintain strict confidentiality of children and their records.
2. To assist the Resource Consultant and educators in the implementation of the Individual Support Plan's outlined programming accommodations and/or modifications.

3. To assist in the provision of physical care and comfort for each child with special needs which may include the following:
 - a. Behavioral support and intervention
 - b. Lifting and positioning of the child
 - c. Assisting with mobility aids such as wheelchairs, walkers, lifts, etc.
 - d. Daily living tasks such as toileting, feeding, dressing, etc.
4. To ensure a safe environment through close supervision during arrivals, departures, mealtimes, recesses, and daily activities in the program room and childcare environment/centre.
5. To collaborate with childcare personnel, service providers, and other professional staff from the community agencies involved with the child.
6. Other duties as required.

Evaluation:

The position will be evaluated after completion of 3- and 6-month probationary periods and then on an annual basis thereafter. It will be based on the UNFC standards of performance and specific goals of the program as agreed upon by the Board of Directors and the Executive Director.

By signing this document, I acknowledge that I have read, understand, and agree to the above description related to my position at the United Native Friendship Centre.	
Employee name:	
Employee Signature:	Date: