



## **MFRC JOB DESCRIPTION Out of School Care Worker**

The Out of School Care Worker will provide a quality, caring, and supportive child care program to members of the military family community that addresses their unique child care needs, meets all regulatory standards required by federal, provincial, and municipal governments, and operates within the Child Care Practitioner Occupational Standards and Code of Ethics as defined by the Canadian Child Care Federation. This position reports to the Out of School Care Supervisor.

### **Responsibilities:**

1. Plan, carry out, and continually evaluate developmentally appropriate activities and experiences in harmony with the Centre's philosophy.
  - Provide a daily balance of active/quiet, indoor/outdoor, and individual/group activities.
  - Establish and carry out a daily activity schedule that incorporates child-directed activity, care routines and transition times.
  - Organize space, equipment and materials before activities.
  - Assist children in expressing themselves by listening and responding with questions or comments that extend conversations.
  - Use a variety of teaching techniques, including modelling, observing, questioning, demonstrating, and reinforcing.
  - Encourage and assist children to practice self-help daily.
  - Plan and carry out experiences that foster an understanding of a variety of cultures and value systems.
  - Provide an opportunity each day for each child to be alone.
  - Provide opportunity for child-directed play experience.
  - Plan and carry out activities that encourage problem-solving.
  - Provide experiences and play materials that actively promote diversity and acceptance in interactions and attitudes.
  - Participate in short and long-term planning, evaluation and staff program reviews.
  - Learn and use the activities and skills provided to assist children in developing the necessary coping skills for addressing unique life issues.
2. Individualize the curriculum, incorporating aspects supportive of the military lifestyle.
  - Observe how children use materials and interact with each other and adults.
  - Use observations to expand play and plan activities that recognize individual differences.
  - Initiate referrals or additional services for parents and children.
3. Ensure guidance of children's behaviour that encourages positive self-concept.
  - Set reasonable behaviour expectations consistent with the MFRC's philosophy and policies.
  - Provide positive guidelines such as redirecting, positive language, and positive reinforcement.
  - Immediately address problem behaviour without labelling the child.

- Follow behaviour guidance and policies established by the centre and consistent with accepted practice in the field
4. Maintain knowledge and understanding of the services offered by the EMFRC to facilitate referrals or additional services for parents and children.
  5. Ensure the child's environment is healthy and safe.
    - Follow the EMFRC's procedures for administering medications and maintaining health records.
    - Report all accidents, injuries and illnesses to the manager or delegate and record such incidents in the daily log book and as a serious occurrence if necessary.
    - Monitor the environment for hazards.
    - Remain up to date on children's allergies and other special conditions.
    - Establish daily eating routines that are fun for children.
    - Attend to children's physical needs for toileting, diapering, eating and sleeping as promptly as possible.
    - Report all incidents of child abuse in accordance with the EMFRC's procedures and government regulations.
    - Release children only to authorized persons.
  6. Ensure positive communication with and participation of parents.
    - Participates in parent conferences, as required.
    - Discuss the program's daily events and the child's daily progress with parents.
    - Accommodate the parents' instructions for daily routines, when possible, within group routines.
    - Encourage parents to participate whenever possible.
  7. Contribute to the ongoing operations and development of the EMFRC and the organization as a whole.
    - Follow licensing requirements.
    - Carry out the responsibilities assigned to you.
    - Attend regular staff meetings.
    - Maintain confidentiality of all information related to the centre's children, their parents, and staff.
    - Participate in the annual performance review process.
    - Contribute to the annual plan for the centre.
    - Plan and carry out annual personal development.
    - Keep up to date with early childhood advocacy developments.
    - Maintain regular attendance and punctuality.
  8. Promote the EMFRC within the community.
    - Actively participate in EMFRC staff activities whenever possible.
    - Maintain a positive working relationship with other EMFRC staff and others who work within the building.

## **Competencies and Behaviours:**

In order to successfully meet the requirements of the position, the following competencies and behaviours must be consistently demonstrated:

- Belief in and practice of the mission and goals of the program
- Ability to build trust and positive relationships with families in the program
- Acts as a role model of appropriate behaviour
- Ability to work cooperatively as a member of the Child Care Team, facilitating a team environment through personal behaviour, work contributions, and the sharing of expertise and knowledge.
- Participation in the development of ideas for program enhancement.
- Flexibility and adaptability
- Child-centered approach with recognition and appreciation of the uniqueness of the individual
- Support of the child and family to assist with the achievement of positive outcomes
- Energetic, resilient, and exhibiting a good sense of humour when personal resources are challenged.
- Effective interpersonal skills presented positively under all circumstances
- A high degree of personal initiative with good evaluative and organizational skills
- Continuing personal and professional development in related areas.
- Actively incorporates volunteers into the program area
- Ability to meet physical requirements of the profession.

## **Working Conditions**

- Work can be both physically and mentally demanding.
- Exposed to a high-energy, hectic and noisy environment.
- Work requires heavy physical effort for lifting, bending, stooping, carrying and reaching overhead—must be able to lift infants and toddlers weighing up to thirty-five (35) pounds and sit on the floor, bend at the waist, kneel and/or stoop 75% of the time.
- Work may require long periods of standing or walking.
- Work is done both inside and outside, in varying types of weather.
- May be exposed to in the form of contact with bodily fluids and waste, and requires specific safety precautions to prevent health problems or injury.
- Work requires dealing with emotionally volatile situations.
- Shifts are dependent upon the needs of the program.
- Shifts may extend depending upon the needs of the program (i.e., ratio)
- Ability to safely drive a vehicle to conduct scheduled home visits or other related duties.
- There may be some stairs involved in the physical location of the position. Not all locations are wheelchair accessible.

## **Desired Knowledge, Experience, and Education**

- Considered a Responsible Adult in accordance with Community Care Facilities Branch licensing requirements.
- Valid First Aid Certification
- Successful Criminal Record Check (a current CRC will be administered upon hire, and is a condition of employment)
- Documentation in accordance with Community Care Facilities Branch licensing requirements
- Knowledge and understanding of the issues that affect children of military families
- Excellent interpersonal skills with parents, community members, fellow staff, and building personnel

- A mature sense of responsibility and accountability with respect to your profession.
- Proficiency in French would be considered an asset.