



Mennonite New Life Centre of Toronto
3570 Victoria Park Avenue - North York

Job Posting – CNC LEVEL 1 (Formerly Assistant Childminder)

The Mennonite New Life Centre of Toronto is a vibrant, multi-cultural settlement agency for newcomers to Canada, with three offices across the GTA. The Centre offers a wide range of settlement and integration programs, supporting newcomers to participate and contribute in all aspects of Canadian life.

The CNC Staff Level 1 (Formerly known as Assistant Childminder) is responsible for assisting with the implementation of a safe, creative, engaging, supportive and stimulating daily routine for children registered in the LINC/ Care for Newcomer Children Program, including play time, physical activity, arts, music, snacks and rest time.

This is a full-time position (27.5 hours per week, for 40 non-consecutive weeks beginning April 3rd/ 2018)

Responsibilities:

- Work with parents, applying a culturally sensitive approach, to identify the individual child's needs, as well as adjustment or behavioral problems. Respond sensitively to the cultural heritage and individual experience.
- Monitor children's health and behavior, and intervene as needed.
- Ensure that children are always supervised and safe.
- Apply LINC Care for Newcomer Children Requirements, behavior management policies, suspected physical and sexual abuse reporting policies, and fire safety/emergency procedures.
- Participate in the planning and facilitation of parent meetings, as needed.
- Assist with the planning, purchasing and preparation of nutritious snacks.
- Help as needed with buying supplies.
- Help with cleaning and disinfecting toys and equipment.
- Help with room set-up and clean up.
- Help with preparation, serving and clean-up of snacks.
- Help with outreach activities to promote the services of the Centre.
- Participate in staff meetings.

Qualifications:

- ECE Certificate.
- CPR / FA Certification
- Police Reference check (Vulnerable Sector)
- Up-to-date immunizations including TB Test and medical clearance in case of a positive test.
- Two years childminding work experience
- Knowledgeable of and sensitive to family and children settlement needs
- Experience working in a multi-cultural environment.
- Mindful of and experienced on safety issues.
- English and Arabic are required.

The Mennonite New Life Centre is committed to employment equity initiatives. We encourage residents from the communities we serve and members of ethno-racial, aboriginal, immigrant, refugee, LGBT and disabled community groups to apply and self-identify. Internal and external candidates may apply. Please note that only candidates to be interviewed will be contacted.

Remuneration: \$18.41/hour.

Please apply by sending your resume and cover letter in a single MS Word or PDF document to Human Resources at jobs@mnlct.org before April 16th, 2018. Please quote reference #CNC2018 in the subject heading of your application.

For more information about the Mennonite New Life Centre of Toronto, visit www.mnlct.org.