



## **JOB POSTING**

**Mennonite New Life Centre of Toronto**  
**Toronto ON**

Position Title: **CNC Staff Level I (Formerly Assistant Childminder)**

Status: **Part time (27.5 hours per week)**

Salary/Rate: **\$19.50 per hour**

Reporting: **CNC Staff Level II with DR (Formerly Lead Childminder) and LINC Program Manager**

Application Deadline: **Thursday, November 8<sup>th</sup>, 2018**

The Mennonite New Life Centre of Toronto is a vibrant, multi-cultural settlement agency for newcomers to Canada. The Centre provides settlement and employment services, language instruction and child-minding, mental health supports and capacity building workshops.

The CNC Staff Level I (Formerly Assistant Childminder) is responsible for assisting with designing and 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 and weekly snack menu.

### **Responsibilities:**

#### **Childminding Duties (95%):**

- 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 of each child;
- 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 keep toys and equipment clean, sanitized and in good working order;
- Help with room set-up and clean up;
- Help with preparation, serving and clean-up of snacks;
- Receive training, learn, understand and apply all MNLCT policies in relation to workplace safety, anti-discrimination, anti-harassment, anti-oppression;
- Room preparation and clean-up;
- Be present and ready to supervise children under your care at the scheduled times;
- Supervise daily activities and routines for children under your care;
- Check children for illness or injury on arrival and throughout the day;
- Monitor child/ parent sign-in and sign-out for your CNC group;
- Monitor children's behavior and intervene as needed;
- Housekeeping.

#### **Organizational responsibilities (5%):**

- Contribute to outreach activities to promote the MNLCT's services and programs;
- Participate in staff meetings;



- Actively participate in at least two MNLCT-wide committees and/ or working groups.

**Qualifications:**

- ECE Diploma;
- CPR / FA Certification;
- Police Reference check (Vulnerable Sector);
- Up-to-date immunizations including and medical clearance;
- TB Test (and medical clearance if applicable);
- Two years childminding work experience;
- Strong organizational skills;
- Creative;
- Welcoming, supportive and caring attitude towards children;
- Knowledgeable of and sensitive about family and children settlement needs;
- Experience working in a multi-cultural environment;
- Mindful of and experienced on safety issues;
- Second language an asset. (Mandarin, Arabic).

This is a contract position with an end date on March 31<sup>st</sup>, 2019 with possible renewal.

The Mennonite New Life Centre is committed to employment equity initiatives. We encourage applicants 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 qualified candidates to be interviewed will be contacted.**

**Please apply by sending your resume and cover letter in a single MS Word or PDF document to Human Resources at [jobs@mnlct.org](mailto:jobs@mnlct.org). Please quote reference #CNCL12018 in the subject heading of your email.**

For more information about the Mennonite New Life Centre of Toronto, please visit [www.mnlct.org](http://www.mnlct.org).