



Mennonite New Life Centre of Toronto

Job Posting: CNC LEVEL 1 (formerly Assistant Childminder)

Hours: 22.5 hours per week

Duration: Immediately – March 31st 2023 (with the possibility of extension)

Language(s) of services: English and Fluency in Arabic, Dari/ Pashto, Spanish and/ or Ukrainian will be considered an asset

Remuneration: \$22.00 per hour

Number of Positions: 1

About the Organization:

The Mennonite New Life Centre (MNLCT) is a vibrant, multi-cultural settlement agency for newcomers to Canada. The Centre provides a variety of settlement services, including information/orientation, language instruction, mental health supports and capacity-building workshops, public education and bridging to employment. The Centre is a tech-forward charity that utilizes technology solutions to meet the needs of its stakeholders. As a result, several of our services and programs are delivered in a hybrid format, offering clients and participants conference-in, and using various online tools.

The “Care for Newcomer Children Program” (CNC) operates as part of the LINC Program to provide in-person care for children aged 19-month-old to 5-year-old, whose parents are on-site learning English. The CNC Staff Level is responsible for assisting with the implementation of a safe, creative, engaging, supportive and stimulating daily routine for children, including play time, physical activity, arts, music, and snacks.

This is a part-time position (22.5 hours per week, for 27 non-consecutive weeks beginning September 6th / 2022.

Responsibilities:

- Work with parents, applying a culturally sensitive approach, to identify the individual child’s needs, as well as adjust behavioural problems. Respond sensitively to the cultural heritage and individual experience of each child.
- Monitor children’s health behaviour and intervene as needed.
- Ensure that children are always supervised and safe.
- Apply LINC Care for Newcomer Children Requirements, behaviour management policies, suspected physical and sexual abuse reporting policies and procedures 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.
- Monitor child/ parent sign-in and out for your CNC group.
- Keep accurate attendance records.
- 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.



- Learn about and apply all MNLCT policies regarding workplace safety, anti-discrimination, anti-harassment, and anti-oppression.

Qualifications :

- ECE Certificate.
- CPR / FA Certification.
- Police Reference Check (Vulnerable Sector).
- Up-to-date immunizations include TB tests and medical clearance in case of a positive test.
- Minimum of two years of childminding work experience
- Knowledgeable of and sensitive to family and children settlement needs
- Experience working in a multi-cultural environment
- Mindful of and experience safety issues.
- Excellent communication skills in English (Minimum CLB 5)
- Proficiency in a second language is an asset (Arabic, Dari/ Pashto, Spanish and-or Ukrainian).
- 2 employment references.

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. The Centre welcomes the opportunity to discuss accommodation and ensure fairness in our hiring process.

Apply by sending your resume and cover letter in a single MS Word or PDF document to Human Resources at jobs@mnlct.org by July 17th, 2022 at 4:00 pm. Please quote reference #CNCL12022 in the subject heading of your application. Please note that only candidates to be interviewed will be contacted.

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