



## **POSTING**

JOB TITLE: Early Childhood Assistant (ECA) - FLOAT  
POSITION LEVEL: Level 2  
SALARY RANGE: \$31,063.50 - \$41,746.75 (annual)  
HIRING RANGE: \$31,063.50 - \$34,962.24 (annual)  
STATUS: 1 year contract – 35 hrs weekly  
START DATE: ASAP  
JOB LOCATION: Mothercraft – Centres for Early Development & EarlyON Programs Satellites  
(32 Heath Street W.; 14 Trinity Square; 10 Front Street W.)

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*Since 1931 Mothercraft has been a leader in supporting healthy child development, working with our many community partners to meet the changing needs of families. We are committed to excellence, continually testing new concepts and ideas related to healthy child development. We are known for our ability to translate these critical research learnings into everything we do – from our high quality childcare and enrichment programs, to our supports for children and families with special needs, and specialized training programs for childcare providers and other professionals. Mothercraft values diversity and strives to create an environment that is welcoming and inclusive.*

**Program:** Mothercraft’s Early Childhood Development (ECD) Department operates three (3) Centres for Early Development (Child Care Centres) and an EarlyON Child and Family Centre that operates programs within St. Paul’s riding. All ECD program have the same goal: “to support healthy child development and strengthen families” for children from ages 3 months to 6 years.

**Position Description:** The Early Childhood Assistant Float’s (ECA-Float) role is to assist and support Mothercraft’s Registered Early Childhood Educators in providing a safe, developmentally sound and nurturing environment for young children, in accordance with the College of Early Childhood Educators’ Code of Ethics and Standards of Practice and with Mothercraft’s mission, vision and values. An ECA-Float is required to provide coverage for staff that is off and/or away. She/he is also required to cover kitchen duties, when needed.

This ECA-Float position is expected to communicate with families, other staff and the Manager, keeping the Manager informed of any concerns and provide a safe physical environment for children is required. The ECA-Float must demonstrate awareness and understanding of Mothercraft foundational theories, program statement, policies and procedures.

**Qualifications:** The successful candidate will have an Early Childhood Assistant Certificate or equivalent, and at least one year’s work experience with children and families. **Please note that student placements completed as part of an Early Childhood Assistant Training Program will be considered as one year of work experience.** Police Reference Check, Medical Assessment and Immunization, Standard First Aid & CPR C and Food Handler certificates are job requirements. Flexibility in working hours (i.e. split-shifts, early morning, mid-late afternoon, and Saturday morning hours) and flexibility in working at different locations are job requirements. Good oral communication skills and the ability to work in a team environment are essential. French language is an asset

Qualified individuals are invited to submit their application by **September 11th, 2018** - Please quote the following in your subject line: **“Early Childhood Assistant – Float”**. Internal candidates please quote “Internal-ECA FLOAT”.

HR Department  
FAX: 416-920-8883

EMAIL: [careers@mothercraft.org](mailto:careers@mothercraft.org)

**We are not able to respond to telephone inquiries regarding this posting.**

We thank all applicants for their interest. Only short listed candidates will be contacted.

*As part of our ongoing commitment to the Accessibility for Ontarians with Disabilities Act, Mothercraft will provide assistance to applicants who request accommodation throughout the recruitment process.*