



## **POSTING**

JOB TITLE: Early Childhood Assistant (ECA) – 2 positions  
POSITION LEVEL: Level 2  
SALARY RANGE: \$31,063.50 - \$41,746.75 (annual)  
HIRING RANGE: \$31,063.50 - \$34,962.24 (annual)  
STATUS: 25 hrs/weekly – Split-Shift  
START DATE: February 2018  
JOB LOCATION: Mothercraft – Eaton Centre CED – 14 Trinity Square, Toronto  
Mothercraft – Brookfield Place CED – 10 Front Street West, Toronto

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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 child care and enrichment programs, to our supports for children and families with special needs, and specialized training programs for child care providers and other professionals. Mothercraft values diversity and strives to create an environment that is welcoming and inclusive.*

**Program:** Mothercraft operates three (3) Centres for Early Childhood Development directed by the same goal: “to support healthy child development across all families”. The Centres offer enriched quality, full day learning from 3 months to 6 years of age. The Centres’ hours of operation are generally from 7:30am to 6:00pm Monday to Friday.

**Position Description:** The Early Childhood Assistant’s (ECA) role is to assist in providing care for the physical and emotional needs of children, and to develop and encourage positive and secure relationships with children. The ECA also assists with program planning and implementation, and the preparation and implementation of a culturally sensitive program plan to promote the development and well-being of children through an enriched physical and social environment.

This ECA 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 Early Childhood Assistant must demonstrate awareness and understanding of Mothercraft foundational theories, program statement, policies and procedure.

**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.** 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 **January 24<sup>th</sup>, 2018** - Please quote the following in your subject line: “Early Childhood Assistant - EC” or “Early Childhood Assistant-BP”. Internal candidates please quote “Internal ECA-EC” or “Internal ECA -BP”.

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.*