



JOB POSTING

JOB TITLE:	Early Childhood Assistant (ECA)
STATUS:	Regular, Full-Time (37.5 hours per week, Split Shift)
POSITION LEVEL:	Level 2
SALARY RANGE:	\$32,993.98 - \$44,341.15 annually
HIRING RANGE:	\$32,993.98 - \$38,249.07 annually
JOB LOCATION:	Eaton Centre CED, 14 Trinity Square

About Mothercraft: 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 services 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.

About Mothercraft’s Centres for Early Development: Mothercraft currently operates five Centres for Early Development (CEDs) – Brookfield Place, Eaton Centre, Robertson House, Midtown, and Avondale. All Mothercraft CEDs are directed by the same goal: “to support healthy child development across all families” and 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
- Develop and encourage positive and secure relationships with children
- Assist with program planning and implementation and the preparation and implementation of a culturally sensitive program plan
- Promote the development and well-being of children through an enriched physical and social environment
- Communicate with families, other staff and the manager, keeping the manager informed of any concerns
- Provide a safe physical environment for children
- Demonstrate awareness and understanding of Mothercraft foundational theories, program statement, policies and procedures

Position requirements:

- Satisfactory vulnerable sector police reference check
- Full vaccination with a recognized COVID-19 vaccine
- Immunizations and health assessment in compliance with the [Child Care and Early Years Act](#)
- Standard First Aid & CPR C Certificate
- French language skills is an asset

You're often described as:

- A strong communicator with skills in written and verbal communication
- Flexible and a great team member

To apply, email your resume to careers@mothercraft.org by **August 9, 2022**. Internal staff please include a subject heading of "**Internal – EC ECA**".

This posting is internal only. We thank all applicants for their interest. Only short listed candidates will be contacted.

Mothercraft is committed to a workforce that is reflective of the diverse populations that we support. We welcome applications from qualified individuals from all backgrounds. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Mothercraft strives to ensure that all recruiting processes are inclusive and barrier-free. If you require an accommodation, please advise the Human Resources Department in advance of attending an interview. We are committed to a selection process and work environment that is inclusive, equitable and accessible.