



JOB POSTING

JOB TITLE:	Early Childhood Assistant (ECA)
STATUS:	Permanent Part-Time (6.5 hours per week)
POSITION LEVEL:	Level 2
SALARY RANGE:	\$32,993.98 - \$44,341.15 annually (prorated)
HIRING RANGE:	\$32,993.98 - \$38,249.07 annually (prorated)
JOB LOCATION:	EarlyON CFC – Robertson House 32 Heath Street West, Toronto ON

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 EarlyON Child and Family Centre: The Mothercraft EarlyON Child and Family Centre (EarlyON CFC) provides opportunities for children from birth to 6 years of age to participate in play and inquiry-based programs, and supports parents and caregivers in their roles. It offers safe and welcoming environments open to all families. Families and caregivers will be able to find support, advice, make personal connections and access a network of resources.

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
- Assist with room/playground set-up and clean-up after indoor/outdoor program
- Demonstrate awareness and understanding of Mothercraft foundational theories, program statement, policies and procedure
- Assist with record keeping for participants attending programs

Position requirements:

- **Ability to work Wednesday (4pm - 7pm) and Saturday (9am-12:30 pm)**
- 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
- Ability to work in a demanding and changing environment

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 11, 2022**. 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.