



## **JOB POSTING**

<b>JOB TITLE:</b>	Early Childhood Assistant (ECA) – Multiple Positions
<b>STATUS:</b>	Regular Full-Time (37.5 hours per week) or Regular Part-Time (Split Shifts)
<b>POSITION LEVEL:</b>	Level 2
<b>SALARY RANGE:</b>	\$32,032.99 - \$43,049.66 annually
<b>HIRING RANGE:</b>	\$32,032.99 - \$37,135.02 annually
<b>JOB LOCATION:</b>	Avondale CED, 171 Avondale Avenue Eaton Centre CED, 14 Trinity Square Robertson House CED, 32 Heath Street West Brookfield Place CED, 10 Front Street West Midtown CED, 44 Lillian Street

**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 three Centres for Early Development (CEDs) – Brookfield Place, Eaton Centre and Robertson House (32 Heath Street West). In 2021, we will be opening up two new CEDs, one will be located at Avondale Public School, and Midtown CED will be located at 44 Lillian Street. 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.

***Please note: Due to the operational needs of our current centres, positions will be available and candidates could be placed at any of our centres.***

### **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

**Your experience and qualifications includes:**

- Early Childhood Assistant Certificate or equivalent
- Minimum 1 year of work experience with children and families; please note student placements completed as part of an Early Childhood Assistant Training program will be considered as one year of work experience
- Vulnerable sector police reference check is a requirement
- Medical Assessment is a requirement
- Standard First Aid & CPR C Certificate is a requirement
- 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](mailto:careers@mothercraft.org). The posting will be opened until the all positions are filled. 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.*