

### **EARLY CHILDHOOD EDUCATOR (ECE) Full Time and Casual Positions**

Committed to meeting the needs of the community by providing services with care, integrity, and accountability, the Rainy River District Social Services Administration Board (RRDSSAB) delivers Early Learning and Child Care, Ontario Works, Social Housing, Land Ambulance and other services for all organized municipalities and unincorporated areas within the geographic District of Rainy River.

The Rainy River District covers an area of approximately 15,487 sq. kilometers and has a population of 20,047 (2016 Census). It is bordered on the north by the Kenora District, on the east by the Thunder Bay District, on the south by Minnesota, USA and on the west by the Province of Manitoba.

The RRDSSAB is seeking **EARLY CHILDHOOD EDUCATORS** to join our team on a Full Time and Casual basis. Reporting to the Child Care Site Supervisor, the Early Childhood Educator (ECE) is responsible for providing high quality child care for children of the RRDSSAB Child Care Centre within a safe and healthy environment and ensures compliance with relevant legislation, RRDSSAB policies and procedures, and the College of ECE's Standards of Practice and Code of Ethics. The incumbent also provides age appropriate programming in a group setting that meets the diverse needs and promotes optimum physical, emotional, social, cognitive and intellectual development of the children in care, in consultation and partnership with families and their colleagues. This position is required to be available to work at different work sites/locations and may be required to travel throughout the District.

Please refer to the attached **JOB DESCRIPTION** for the qualifications/skills, roles/responsibilities, duties, organizational responsibilities, working conditions and conditions of employment.

Candidates who meet or exceed the requirements for this challenging position are invited to submit a complete APPLICATION FOR EMPLOYMENT. We offer a competitive salary, an excellent benefit package (PFT) and participation in the OMERS pension plan (PFT), subject to eligibility requirements. For more information on how to submit an APPLICATION FOR EMPLOYMENT, please refer to the attached **APPLICATION INFORMATION PACKAGE** on our website at [www.rrdssab.ca](http://www.rrdssab.ca).

APPLICATIONS FOR EMPLOYMENT must be submitted no later than **2:00 p.m. (CST) on Monday, September 9, 2019 to:**

Joanne Spence, B.HRLR, CHRL, Human Resources Officer  
Rainy River District Social Services Administration Board  
450 Scott Street  
Fort Frances, ON P9A 1H2  
Competition #HR-14-2019-ECE-CC  
PRIVATE & CONFIDENTIAL  
or emailed to: [joannes@rrdssab.on.ca](mailto:joannes@rrdssab.on.ca)

The RRDSSAB wishes to thank all applicants, however, only those selected for an interview will be contacted. Information gathered is in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for candidate selection and, for the successful applicant, relevant human resource purposes. The RRDSSAB is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document is available in an alternative format, upon request.



Dear Applicant,

Thank you for your interest in applying for employment with the Rainy River District Social Services Administration Board (RRDSSAB). We have prepared an Application Information Package so you are aware of the documents that need to be submitted with your **APPLICATION FOR EMPLOYMENT**, the roles, responsibilities and salary range of the position.

The RRDSSAB is currently advertising for applications for the following position (refer to the Job Posting and Job Description for complete details):

- Full Time and Casual Early Childhood Educators (ECE \$25.64 - \$28.17; Non-ECE \$22.80 - \$25.33) to be available on a casual/call-in basis.

Your completed **APPLICATION FOR EMPLOYMENT** must include the following:

1. Completed **RRDSSAB CHILDREN'S SERVICES EMPLOYMENT APPLICATION FORM**;
2. Cover Letter;
3. Detailed Resume; and
4. Submitted by the date and time stipulated in the Job Posting.

### NOTE:

- An incomplete **APPLICATION FOR EMPLOYMENT** or a late submission will not be considered.

Casual positions are on a call-in basis with no guarantee of hours. Casual employees are required to travel and must be willing and able to work in Child Care Centres and Child & Family Centres throughout the Rainy River District, as assigned.

Should you still have questions after you have reviewed the **APPLICATION INFORMATION PACKAGE**, please contact Joanne Spence at (807) 274-5349, ext. 240 or Aynsley McKinnon at (807) 274-5349, ext. 234, or email [joannes@rrdssab.on.ca](mailto:joannes@rrdssab.on.ca) or [amckinnon@rrdssab.on.ca](mailto:amckinnon@rrdssab.on.ca)

RRDSSAB Human Resources

# Children's Services Employment Application Form



## INSTRUCTIONS

Please complete all sections as thoroughly as possible and be prepared to include the documents requested in Section 7 if invited to attend pre-employment testing. It is necessary to provide complete information as this will be used to determine eligibility and qualifications for employment. A separate application is required for each competition. Along with your Application, **please be sure to attach a copy of your Cover Letter and Resume.**

The personal information requested on this form is collected and managed as per the *Municipal Freedom of Information and Protection of Privacy Act, R. S. O. 1990*. All information provided to us is considered supplied in confidence.

## Section 1: POSITION INFORMATION

Competition #: \_\_\_\_\_ Date Available for Work (yyyy/mm/dd): \_\_\_\_\_ Type of Position Preferred:  
 Full-time  Casual (must be willing/able to work throughout the District)

I am applying for the following position: **NOTE: You Must submit a separate Application Package for each position you are applying.**

Child Care Site Supervisor  Resource Educator  Early Childhood Educator  Child & Family Centre Coordinator  Cook

Preferred Work Locations (RANK 1 Highest - 5 Lowest): **NOTE: All positions may be required to travel, please refer to the specific Job Description**

Fort Frances/Robert Moore Public  Fort Frances/Northwest Catholic  Emo  Rainy River  Atikokan (Rank All That Apply)

## Section 2: PERSONAL INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_ E-mail Address (Mandatory): \_\_\_\_\_

Are you legally entitled to work in Canada? Note supporting documentation may be required.

Yes  No

Have you ever been convicted of a Criminal Offence for which you have not received a pardon and that prohibits you from working under the position you are applying for?  Yes  No

## Section 3: EDUCATION, TRAINING, AND PROFESSIONAL ASSOCIATIONS

Please provide details of secondary and post-secondary education, courses, and training that have given you work-related knowledge, skills, and/or abilities starting with the highest level achieved. Attach an additional page if necessary. **Please note:** Offers of employment are conditional upon providing proof of education noted below.

Name of Institution or Organization	Area of Study/Course	Duration mm/yy to mm/yy	Completed?
_____	_____	_____ to _____	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	_____	_____ to _____	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	_____	_____ to _____	<input type="checkbox"/> Y <input type="checkbox"/> N

## Section 4: EMPLOYMENT HISTORY

Have you previously applied for employment with the RRDSSAB?

Yes  No If yes, when (mm/yy): \_\_\_\_\_

Have you previously worked for the RRDSSAB?

Yes  No If yes, when (mm/yy): \_\_\_\_\_

## Section 5: OTHER INFORMATION

Please describe any other information which might help us evaluate your candidacy (summarize why you believe you qualify for the position(s) for which you have applied):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Children's Services Employment Application Form



## Section 6: WORK RELATED REFERENCES

Reference checks will be conducted to assess your past work performance. We ask for this information in advance to expedite the recruitment process later on, however, your references will only be contacted if you are selected and successfully complete the interview process (your current/previous Supervisors). By signing this section, you understand that a condition of your employment is verification of past employment, education, and other information provided by you. Accordingly, you give a representative of the Rainy River DSSAB permission to obtain or exchange personal information with the persons listed below for the purposes of employment with the Rainy River DSSAB.

Signature of Applicant: <b>X</b> _____		Date (yyyy/mm/dd): _____
<b>1</b>	Name and position: _____	E-mail Address (preferred): _____
	Relationship (i.e. manager): _____	No. of Years Known: _____
<b>2</b>	Name and position: _____	E-mail Address (preferred): _____
	Relationship (i.e. manager): _____	No. of Years Known: _____
<b>3</b>	Name and position: _____	E-mail Address (preferred): _____
	Relationship (i.e. manager): _____	No. of Years Known: _____

## Section 7: PROOF OF QUALIFICATIONS

As part of your Application for Children's Services employment with Rainy River District Social Services Administration Board, you must be prepared and able to provide copies of the following documents, as appropriate, if you are a successful applicant. Please check (✓) all those that you **WILL BE ABLE** to provide (please **DO NOT** provide with your Application for Employment package):

- Early Childhood Education diploma; or
- Other Diploma from an approved OCAAT, supported by a letter of equivalency from the Association of Early Childhood Educators of Ontario (AECEO).
- Proof of work-related experience or Association of Early Childhood Educators of Ontario equivalency (prior to Feb. 23, 2014).
- Post diploma Early Childhood Education Resource Teacher Certificate or a program of studies approved by the Director of the Ministry of Education.
- Registered Early Childhood Educator (RECE) membership with the College of Early Childhood Educators in good standing.
- Valid Standard First Aid Certification including Infant and Child Cardiopulmonary Resuscitation (CPR).
- Criminal Record Check including Vulnerable Sector Screening (Original document issued within the last 90 days).
- Valid Ontario Food Handler Certification.
- Up-to-date Immunization Record, which includes confirmation of the following:
 

<input type="checkbox"/> Measles, Mumps, Rubella	<input type="checkbox"/> Tetanus (issued within last 10 years)
<input type="checkbox"/> Diphtheria, Polio	<input type="checkbox"/> Influenza
<input type="checkbox"/> Chicken Pox	<input type="checkbox"/> Pertussis
<input type="checkbox"/> Hepatitis B	

## Section 8: AGREEMENT

Please read carefully before signing. This application is not valid unless your name, as authorization, is signed in the "signature" space provided below. (**Note:** If this application is submitted electronically, typing your name is deemed equivalent to signing).

I certify that the information provided in this application and any accompanying attachments are true and complete. I understand that any false statements or deliberate omissions made by me on this application or attachments may be sufficient cause for the cancellation of the application and, if I have been employed, for the immediate dismissal from the Rainy River District Social Services Administration Board.

Signature of Applicant: **X** \_\_\_\_\_

Date (yyyy/mm/dd): \_\_\_\_\_

### Position Specification/Classification:

<b>Position:</b>	EARLY CHILDHOOD EDUCATOR
<b>Supervisor:</b>	Child Care Site Supervisor
<b>Department:</b>	Integrated Services
<b>Classification:</b>	Non-Union/Non-Management
<b>Safety-Sensitive Position:</b>	YES

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### Position Summary:

Reporting to the Child Care Site Supervisor of the Rainy River District Social Services Administration Board, the Early Childhood Educator (ECE) is responsible for providing high quality child care for children of the RRDSSAB Child Care Centre within a safe and healthy environment and ensures compliance with relevant legislation, RRDSSAB policies and procedures, and the College of ECE's Standards of Practice and Code of Ethics. The incumbent also provides age appropriate programming in a group setting that meets the diverse needs and promotes optimum physical, emotional, social, cognitive and intellectual development of the children in care, in consultation and partnership with families and their colleagues. This position is required to be available to work at different work sites/locations and may be required to travel throughout the District.

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### Qualifications/Skills:

1. Two year Early Childhood Education college diploma, approved equivalency, or apprenticeship training in a related-discipline and a minimum of three (3) years of work-related experience. Candidates with an equivalent combination of education and experience will be considered.
2. Registered Early Childhood Educator (RECE) membership with the College of Early Childhood Educators in good standing.
3. A valid Ontario Food Handler Certification is required.
4. Communication skills are regularly required both inside and outside the organization to give and receive information and provide advice. This position is required to exercise courtesy, tact, discretion and persuasion.

5. Some degree of skill is required for organizing and/or planning straight forward tasks, activities or projects and performs scheduling for others.
6. Problems faced on the job tend to be somewhat standardized, experience infrequent new problem situations and solutions are made from a number of known alternatives.
7. Demonstrated experience in providing age and developmentally appropriate programs that meet children's needs and promote the optimum physical, emotional, social, cognitive and intellectual development of children.
8. Demonstrated experience, knowledge and understanding of providing high quality Child Care, supervising children, guiding and assisting children in activities and routines, and providing child growth and development learning opportunities for child-directed play.
9. Proficient computer skills and ability to work within a computerized environment.
10. Knowledge and understanding of directives, legislation and regulations necessary to carry out the functions of the job, including but not limited to *Child Care and Early Years Act*, *Early Childhood Educators Act*, *How Does Learning Happen?*, etc.
11. A valid driver's license and access to a vehicle.

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### **Roles/Responsibilities:**

1. The responsibility and autonomy to make decisions is restricted. Decisions may have a limited negative impact in relation to other work functions within the organization.
2. The responsibility to ensure the safety and well-being of others requires considerable care to prevent injury or harm to others.
3. This position is not required to supervise but orientates new co-workers by demonstrating duties.
4. The responsibility for financial resource matters does not apply to this position.
5. The responsibility for information resources includes using and recording straight-forward information and data in existing formats.
6. The responsibility for material resources includes the basic care and proper usage of inventory, tools, and work aids of limited value such as general office equipment, calculators, computers, photocopiers, supplies, toys, etc.

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**Duties:**

1. Implement developmental programs appropriate to assigned age groups to enhance the children's cognitive, physical, social and emotional development in accordance with organizational and legal guidelines, as follows:
  - a) Provide a daily balance of active/quiet, indoor/outdoor, and individual/group activities;
  - b) Establish and carry out a daily activity schedule that incorporates child directed activity, physical care routines and transition times;
  - c) Assist children in expressing themselves by listening and responding with questions or comments that extend conversations;
  - d) Prepare appropriate materials and equipment and set up areas for planned activities;
  - e) Support positive experiences and outcomes and provide a welcoming and nurturing environment by demonstrating ongoing affection, acceptance and support of each child;
  - f) Meet the unique needs of children that support their learning, development and well-being;
  - g) Use a variety of teaching techniques including modeling, observing, questioning, demonstrating, and reinforcing;
  - h) Encourage and assist children to practice self-help daily;
  - i) Plan and carry out experiences that foster an understanding of a variety of cultures and value systems;
  - j) Provide opportunity each day for each child to access a quiet space within the classroom;
  - k) Provide opportunity for child directed play experience;
  - l) Plan and carry out activities that encourage problem solving;
  - m) Provide experiences and play materials that actively promote diversity and acceptance in interactions;
  - n) Participate in short- and long-term planning and evaluation and program reviews;
  - o) Assist children in developing the necessary coping skills for addressing unique life issues;
  - p) Implement and contribute to the development and revision of Individualized Plans, as appropriate; and
  - q) Be accessible and responsive to the various needs and interests of children, parents and caregivers.
  
2. Ensure guidance of children's behavior to encourage positive self-help skills, as follows:
  - a) set reasonable behavior expectations;
  - b) employ strategies such as redirecting, positive language and positive reinforcement;
  - c) support children with developing self-regulation practices; and
  - d) follow policies established by the centre and that are consistent with accepted practices in the field.

3. Ensure food is handled and served in accordance with best practices, relevant policies and procedures and applicable legislation, including but not limited to, nutritional special health needs, menu planning, hygiene and sanitation standards, food safety guidelines, storage and rotation protocols, etc.
4. Maintain a healthy and safe environment for children in compliance with relevant legislation and policies and procedures, as follows:
  - a) administer and maintain records of medication and first aid;
  - b) record and report accidents and serious occurrences;
  - c) operate and ensure safety of all equipment including special needs equipment, as required;
  - d) monitor children's health, record and report on illness and special health conditions;
  - e) report all incidents of child abuse to the Child Care Site Supervisor and follow policies, procedures and legislated requirements;
  - f) clean and disinfect toys and activity areas and carry out other program related housekeeping duties;
  - g) monitor location for health and safety hazards;
  - h) release children only to authorized persons; and
  - i) open and secure the facility, as assigned.
5. Ensure positive communication with families through regular verbal and written contact regarding the program and children's learning using documentation and other means of making learning visible; opportunities for parent and caregiver involvement; and meets with families, as required.
6. Participate within a team to ensure the ongoing administration and coordination of the program's activities, as follows:
  - a) record attendance;
  - b) work with colleagues to ensure staff ratios are maintained;
  - c) organize and conduct field trips, as assigned;
  - d) participate in agency activities and committee meetings and consults with community professionals;
  - e) monitor and report on needed supplies; and
  - f) advise the Child Care Site Supervisor of pertinent information.
7. Act as an advocate for children and families in relation to available community programs and services.
8. Work with special needs resourcing staff and external agencies in order to facilitate access and/or referrals to specialized services and programs to meet the needs of children in care, including but not limited to, speech, language, vision care, hearing, mental health, supervised access, and various children's services, etc.
9. Participate in continuous professional learning to integrate knowledge and test theories from research and experiences to deepen understanding of children and families.



10. Assist with the orientation, training and mentoring of co-workers, students and volunteers, as assigned.
11. Perform the duties of the Child Care Site Supervisor and the Cook on a short-term relief basis, as assigned.

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**Organizational Responsibilities:**

1. Compliance with the requirements of *Occupational Health & Safety Act (OSHA)*, policies and procedures, relevant legislation, and to work in a safe manner by wearing protective devices and/or clothing, and immediately report any equipment, injury or safety problems to the Supervisor/Manager, or designate.
2. Familiarity and compliance with legislation, regulations, guidelines, directives and organizational policies and procedures necessary to carry out the functions of the job.
3. Bring to the attention of the Supervisor/Manager any matters requiring immediate attention or follow-up.
4. Assist with community development activities, as assigned.
5. Work with minimal supervision and exercise sound judgment in decision making and personal conduct, and to maintain confidentiality at all times.
6. Work as a part of the team and demonstrate commitment, spirit, pride and trust to accomplish team goals.
7. Fulfill organizational responsibilities such as attending meetings, assigned training and maintaining responsibility for professional training and development.
8. Travel throughout the jurisdiction of the Board may be required with some travel outside the District to attend training.
9. Assist in special projects and complete other duties, as required.

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**Working Conditions:**

1. Mental activities are of moderate intensity for intermediate periods or high intensity for short periods most days.
2. Physical effort or demand on physical energy is moderate intensity for short periods.
3. Work pace has average demands on energy due to regular interruptions, deadline changes or conflicting demands.

4. Regular exposure to disagreeable conditions such as exposure to bodily fluids, soiled clothing, verbal abuse, odours, noise, hot and cold temperatures.
5. Some exposure to hazards with some possibility of low level injuries and/or health problems as work is primarily performed within a day care setting with potential exposure to illnesses.

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**Conditions of Employment:**

1. Police Vulnerable Sector Checks, per the Child Care and Early Years Act and associated Regulations.
2. Proof of Education, equivalency and/or work-related experience, as requested.
3. Proof of Registered Early Childhood Educator (RECE) membership with the College of Early Childhood Educators in good standing.
4. Proof of valid Ontario Food Handler Certification and ongoing renewals.
5. Valid Standard First Aid Certification including infant and Child Cardiopulmonary Resuscitation (CPR).
6. Valid Driver's Licence and access to a vehicle.
7. Submission of an up to date Immunization Record, as requested.

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**Signature:**

My signature acknowledges the following:

1. I have reviewed and received a copy of this document; and
2. I understand this is a Safety-Sensitive position.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by HR 03-31-2019