

RESOURCE EDUCATOR Permanent Full-time (PFT) Positions Fort Frances, Emo, Atikokan

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 **RESOURCE EDUCATORS** to join our team. Reporting to the Operations Supervisor (Children's Services) of the Rainy River District Social Services Administration Board, the Resource Educator is responsible for planning developmentally appropriate programming to meet the needs of children within a safe and healthy environment in cooperation with parents, colleagues and community professionals in compliance with relevant legislation, RRDSSAB policies and procedures, and the College of ECE's Standards of Practice and Code of Ethics. The incumbent supports the integration and success of all children in the Centre, develops Individualized Plans and Programs, ensures appropriate communication and makes modifications to better meet the diverse needs and promotes optimum physical, emotional, social, cognitive and intellectual development of the children. This position will require 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 and participation in the OMERS pension plan, 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.

APPLICATIONS FOR EMPLOYMENT must be submitted no later than **4:00 p.m. (CST) on Friday, June 7, 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-06-2019-RE
PRIVATE & CONFIDENTIAL
or emailed to: joannes@rrdssab.on.ca

**Deadline
Extended**

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 and responsibilities of the position and the salary range.

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.
- You must submit a **SEPARATE APPLICATION FOR EMPLOYMENT** for each position you are applying.

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

- Child Care Site Supervisors (hourly range \$36.20 - \$42.46)
- Resource Educators (hourly range \$27.22 - \$29.75)
- Early Childhood Educators (\$25.64 - \$28.17; Non-ECE \$22.80 - \$25.33)
- Child & Family Centre Coordinators (hourly range \$24.19 - \$26.72; Non-ECE \$22.80 - \$25.33)
- Cooks (\$22.80 - \$25.33)

The positions advertised are to staff Child Care Centres and Child & Family Centres located in Rainy River District, including: Fort Frances/Robert Moore Public, Fort Frances/Northwest Catholic, Emo, Rainy River and Atikokan. On the Application Form, you are asked to rank your preferred work locations, in order. Note that your selected *Preferred Work Locations* do not necessarily guarantee you that location. Permanent Full-time positions work thirty-five (35) hours per week. Casual positions are on a call-in basis with no guarantee of hours. We offer a competitive salary, an excellent benefit package (for permanent full-time employees) and participation in the OMERS pension plan (subject to eligibility requirements).

Please note that all positions may be required to travel, please refer to the specific Job Description. Casual employees are required to 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 or 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: <input type="checkbox"/> Full-time <input type="checkbox"/> 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: X _____		Date (yyyy/mm/dd): _____
1	Name and position: _____	E-mail Address (preferred): _____
	Relationship (i.e. manager): _____	No. of Years Known: _____
2	Name and position: _____	E-mail Address (preferred): _____
	Relationship (i.e. manager): _____	No. of Years Known: _____
3	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:

Position:	RESOURCE EDUCATOR
Supervisor:	Operations Supervisor (Children's Services)
Department:	Integrated Services
Classification:	Non-Union/Non-Management
Safety-Sensitive Position:	YES

Position Summary:

Reporting to the Operations Supervisor (Children's Services) of the Rainy River District Social Services Administration Board, the Resource Educator is responsible for planning developmentally appropriate programming to meet the needs of children within a safe and healthy environment in cooperation with parents, colleagues and community professionals in compliance with relevant legislation, RRDSSAB policies and procedures, and the College of ECE's Standards of Practice and Code of Ethics. The incumbent supports the integration and success of all children in the Centre, develops Individualized Plans and Programs, ensures appropriate communication and makes modifications to better meet the diverse needs and promotes optimum physical, emotional, social, cognitive and intellectual development of the children. This position will require travel throughout the District.

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. Post diploma Early Childhood Education Resource Teacher Certificate or a program of studies that is approved by the Director of the Ministry of Education.
3. Registered Early Childhood Educator (RECE) membership with the College of Early Childhood Educators in good standing.
4. Communication skills are frequently required both inside and outside the organization to persuade, sell and provide interpretations.

5. A moderate degree of skill is required for organizing and/or planning a number of complex activities requiring adjusting and/or changing plans.
6. A moderate degree of problem solving and judgment skills are required for weighting alternative approaches within a framework of customary practices as problems tend to be variable.
7. Demonstrated experience in developing and planning developmentally appropriate plans and programs that support the success and inclusion of children with complex needs.
8. Demonstrated experience, knowledge and understanding of assessments and screening tools to monitor growth and development in order to promote an inclusive early year's environment that reflects each child's unique abilities, and supports children to participate to their full potential.
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.

Roles/Responsibilities:

1. There is some responsibility and autonomy for decision-making. Decisions may impact services, production, may cause substantial delays with other phases of work, cause some embarrassment or hurt morale within the organization.
2. The responsibility to ensure the safety and well-being of others requires some degree of care to prevent injury or harm to others.
3. This position provides advice to co-workers, guidance/training and may coordinate job tasks within a unit.
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.

Duties:

1. Develop and plan stimulating and developmentally appropriate programming in accordance with legislation and organizational guidelines which incorporates learning experiences to meet both group and individual children's needs, varied daily activities, opportunities for child-directed play and cross cultural learning, and develop and monitor Individual Plans to meet the special needs of children.
2. Administer assessments and utilize screening tools, as appropriate, to monitor children's development and support Early Childhood Educators in implementing strategies to meet the unique needs of all children.
3. Establish and promote collaborative working relationships with external agencies in order to facilitate access and/or referrals to specialized services and programs to meet the needs of children, including but not limited to, speech, language, vision care, hearing, mental health, and various other children's services.
4. Advise and support Early Childhood Educators in the implementation of program plans and Individualized Plans and assist and advise on specific health, learning and/or behavior challenges and offers appropriate solutions and/or techniques.
5. Develop, monitor and implement Programs and Individualized Plans, as follows:
 - a) develop and monitor an Individual Plan for each child on the caseload;
 - b) ensure appropriate documentation and updating of plans;
 - c) prepare appropriate materials and equipment and set up areas for planned activities;
 - d) provide a welcoming and nurturing environment by demonstrating affection, acceptance and support of each child;
 - e) guide and assist children in activities, routines and transition times;
 - f) work with third parties in the best interest of the child; and
 - g) implement therapy suggestions, as required.
6. Provide information and in-service training to Early Childhood Educators and families, as appropriate.
7. Assist in maintaining a healthy and safe environment for children in compliance with relevant legislation and policies and procedures, as required:
 - 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 disinfects toys and activity areas and carries 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.
8. Ensure positive communication with families through regular verbal and written contact regarding program, children's progress, opportunities for involvement, special concerns and family needs; meets with parents and participates in case conferences, as required.
 9. Act as an advocate for children and families in relation to available community programs and services.
 10. Make recommendations for the purchase of equipment and resources and work with the Operations Supervisor (Children's Services) to develop and maintain an accurate and current Inventory of Assets for Child Care Centres and Child and Family Centres by collecting relevant information regarding the procurement of assets, including but not limited to, equipment, toys, program materials and supplies, etc., and maintaining a departmental list of the transient location of each asset, as required.
 11. Coordinate and facilitate any transitions between RRDSSAB child care facilities and schools for children, as required.
 12. Assist with the orientation, training and mentoring of co-workers, students and volunteers, as assigned.

Organizational Responsibilities:

1. Compliance with the requirements of the *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.

Working Conditions:

1. Mental activities are of moderate intensity for short periods most days.
2. Physical effort or demand on physical energy is moderate intensity for short periods.
3. Work pace has some demands on energy due to occasional interruptions, deadline changes or conflicting demands.
4. Some exposure to disagreeable conditions such as exposure to bodily fluids, soiled clothing, verbal abuse, odours, noise, etc.
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.

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 Early Childhood Educator Resource Teacher Certification or equivalent.
4. Proof of Registered Early Childhood Educator (RECE) membership with the College of Early Childhood Educators in good standing.
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.

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 04-30-2019