



Ottawa Community Immigrant Services Organization
Organisme Communautaire des Services aux Immigrants d'Ottawa

INTERNAL/EXTERNAL OCISO JOB POSTING

Position: Childminder – Day Program - **Repost**

Term: Part-time – 27.5 h/week, December 2024 – Indefinite

Reports to: Childminders Supervisor

Location: 1800 Bank St. (On site Position)

About OCISO

OCISO supports immigrants through the journey of making Canada their home by providing creative and responsive programs that are culturally and linguistically appropriate, by building community through mutual respect and partnerships, and by fostering healthy and inclusive spaces for open dialogue and healing.

Position Summary

The Childminder will implement a program which contributes to the physical, social, emotional, language and cognitive development of participating children in an environment that encourages respect for the values, customs and traditions of all cultures.

Main Responsibilities:

- Provide care to children aged 6 months to 6 years within the Childminder setting
- Help children develop a passion for learning
- Approach a child's first learning years with enthusiasm and dedication
- Under the supervision of the Childminder Supervisor; facilitate the delivery of a program which contributes to the physical, social, emotional, cognitive and language development of infant, toddler and pre-school children
- Provide referrals to community programs
- Provide services to parents and children in a supportive and culturally sensitive manner
- Develop appropriate activities and games for the children

- Promotes health and hygiene to prevent the spread of illness by following best practices for hand washing, diapering, food preparation, and regular cleaning routines including sanitization of toys, kitchen, and other surfaces
- Keeps records pertinent to the program i.e. Attendance, Incidence etc.
- Follows policies and procedures as outlined by the Ministry in accordance with licensing policies and OCISO policies
- Performs other duties as necessary in the performance of the position and as assigned

Qualifications:

- ECE diploma (Mandatory)
- Experience working with infant, toddler, and pre-school children and their parents, preferably in a LINC environment
- Proven ability to work effectively in a multi-disciplinary and multicultural team environment
- Proficiency with current computer applications including the MS Office Suite, internet based productivity tools and databases
- Valid emergency First Aid with CPR certificate (Required)
- Up to date immunization, T.B. test, and Tetanus (Required)
- Clear Vulnerable Sector Check (Required)
- Good communication skills and ability to take initiative
- Fluency in English; Ability to communicate in additional languages is an asset

Salary & Benefits: \$24.78 per hour plus 4% vacation pay. (Note: structured unpaid breaks include year-end, March and summer months).

Application Deadline: December 9, 2024, by 12:00 p.m. (EST). Rolling interviews will be conducted.

Application Process:

Please rename your cover letter and resume with your "First name_position title" (e.g., OCISO_CLINC_letter or resume) before applying and send HR at recruitment@ociso.org

We encourage applications from qualified people of all backgrounds, especially women, members of visible minorities, Indigenous persons, and persons with disabilities.

OCISO is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, OCISO will endeavor to provide accommodation to people with disabilities in the recruitment process upon request. If you are selected for an interview and require accommodation due to a disability during the recruitment process, please notify the HR & Operations Administrator upon scheduling your interview.

Thank you for your interest in joining OCISO. We appreciate all applications. Due to the volume of applicants, we are only able to contact those selected for further consideration process upon request.