



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

INTERNAL/EXTERNAL OCISO JOB POSTING

Job Title: Childminder (Supply) (the “**Position**”)

Term: Casual – On call

Program Title: Language Instruction for Newcomers to Canada (LINC) - Day Program (the “**Program**”)

Reports to: LINC Manager (the “**Manager**”) or their delegate, under the supervision of the Supervisor of Childminders

Primary Location: 1800 Bank Street, Ottawa, Ontario (In Person)

About OCISO

OCISO is a Not-for-Profit Corporation funded by contributions of government departments and agencies. OCISO is subject to the specific directions, corporate revenues, and continuing allocation and funding of the aforementioned departments and agencies. 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.

Job Summary

The Position will require implementing programming 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, as part of the Program.

Main Responsibilities, include but are not limited to, the following:

- Provide care for children aged 6 months to 6 years within the Childcare for Newcomer Children (CNC) setting;
- Facilitate the delivery of a Program which contributes to the physical, social, emotional, cognitive and language development of infants, toddlers and pre-school children in a supportive and culturally sensitive manner;
- Maintain health and hygiene practices to prevent the spread of illness;
- Keep accurate records pertinent to the Program i.e. attendance, incidents, etc. in a timely manner;
- Become familiar with and comply with all policies and procedures as recommended by

Childminding, Monitoring, Advisory and Support (CMAS Canada); OCISO's policies and procedures; and

- Any other duties assigned to you as may reasonably be required in line with the Position's main responsibilities.

Education, Qualifications and Skills:

- Early Childhood Education (ECE) diploma or equivalent;
- 1-2 years of experience working with infants, toddlers, and pre-school children and their parents/guardians, preferably in a Day Program environment;
- Proven ability to work effectively in a multi-disciplinary and multicultural team environment;
- Proficiency with current computer applications;
- Fluency in English; and
- Ability to communicate in additional languages is an asset.

Please note, you will also need to provide proof of the following before commencing the Position:

- Ability to work legally in Canada;
- Valid Emergency First Aid and CPR certificate;
- Up to date immunization records confirming completion of a current TB test, and Tetanus Shot; and
- A Vulnerable Sector Police Records Check (conducted within the last 6 months).

Salary & Benefits: \$21.50 per hour plus 4% vacation pay.

Application Deadline: October 3, 2025 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_CS_letter or resume) before applying and send it to the HR Department: 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.