



Boys & Girls Club  
of Edson & District



## Job Description-Supported Child Care Worker

### JOB SUMMARY:

- This position requires a comprehensive knowledge of child development, age appropriate program planning and behaviour management theory. The Supported Child Care Worker must be flexible in meeting a variety of program needs in order to provide for the full inclusion of children requiring extra support in a childcare setting. It is expected that the Supported Child Care Worker will function as a compatible member of a collaborative team.

### REPORTS TO:

- Licensed Daycare Supervisor.

### QUALIFICATIONS:

- Preference is given to a graduate from an Early Childhood Education, Child and Youth Care Diploma Program, or a related field with at least six months of work experience with children
- Valid First Aid Certificate with CPR
- Successful Criminal Record Check

### KNOWLEDGE AND SKILLS:

Successfully demonstrates ability in:

- Planning, organizing, implementing and evaluating age appropriate social, recreational and outdoor activities, for toddler and children, that are in compliance with policy, and articulated individual and Club program and service goals.
- Teaching and coaching.
- Exceptional interpersonal behaviour and communication skills.
- Being a positive, supportive and cooperative role model to children.
- Exceptional time and stress management skills.
- Independent, pro-active thinker.
- Fostering, maintaining and participating as a key member of an integrated staff/volunteer team.
- Knowledge of community-based programs and community support services.
- Establishing and maintaining positive working relationships with parents and/or caregivers. Understanding the theory and practice of inclusion as it relates to cultural diversity and challenged populations.

## **DUTIES AND RESPONSIBILITIES**

### **Programming Planning and Implementation:**

- Assist children requiring extra support to participate in and receive maximum benefit from the program. Assist with the planning and evaluating of age appropriate activities for all program participants.
- Assist children requiring extra support to participate in and receive maximum benefit from the program. Assisting with the supervision and delivery of the program plan.
- Participate in the design, implementation, and evaluation of individual activity/learning plans in conjunction with the family, program staff and other professionals.
- Ensure children are engaged in various creative, safe, positive activities throughout the day and are supervised at all times.
- Ensure that any equipment or facilities used to help facilitate the delivery of the program plan are safe, in good working order, and free of risk.
- In the interest of participant safety, strictly follow Club policy as it relates to out-trips and high-risk.
- Is aware of any problems (medical, behavioural, or other) experienced by clients and documents and informs the Daycare Supervisor immediately.

### **Administration:**

- Administer medication to participant and document as per Club policy.
- Attend staff meetings called by the Program Director.
- Understands and adhere strictly to the Policies and Procedures of the Boys and Girls Club of Edson and District.
- Document and report all incidents of child abuse to the Program Director.
- Reports all serious accidents to the Daycare Supervisor and prepares a written "Incident Report" prior to shift end.
- Maintains other appropriate records as required – observational records, daily attendance, Club log book, activity statistics, etc. -- and ensures that all required documentation is accurate and complete. Follows the safety and emergency procedures of the Club.
- Is familiar with the Staff Orientation Manual and daily duties and responsibilities

### **Human Resource Management:**

- Work as a key member of an integrated staff team that consistently strives for inclusion, excellence and effective conflict resolution.

### **Parent/Caregiver Communication:**

- Greet all parents/caregivers whenever possible by offering positive constructive feedback about their child's progress at the Club.
- Involve the parents/caregivers in the decision making process as it relates to the growth of his/her child at the Club.

**Professional Development:**

- Maintains an up-to-date knowledge of new trends in activities programming.
- Maintain the necessary qualifications for the position.
- Participation in evaluation and individual goal setting as required by program.
- Participation in courses and workshops that will enhance skill development in the performance of this position.
- Participation in organization’s in-service programs/training.

Other duties as assigned by the Daycare Supervisor.

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Employee

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Date

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Program Director

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Date