

## **MFRC JOB DESCRIPTION**

### **Out of School Care Worker**

The Out of School Care Worker will provide a quality, caring, and supportive child care program to members of the military family community that addresses their unique child care needs, meets all regulatory standards required by federal, provincial, and municipal governments, and operates within the Child Care Practitioner Occupational Standards and Code of Ethics as defined by the Canadian Child Care Federation. This position reports to the Children's Services Coordinator.

#### **Responsibilities:**

1. Plan, carry out, and continually evaluate developmentally appropriate activities and experiences in harmony with the Centre's philosophy.
2. Individualize the curriculum, incorporating aspects supportive of military lifestyle.
3. Ensure guidance of children's behaviour that encourages positive self-concept.
4. Maintain a knowledge and understanding of the services offered by the MFRC to facilitate referrals or additional services for parents and children.
5. Ensure the child's environment is healthy and safe.
6. Ensure positive communication with and participation of parents.
7. Contribute to the ongoing operations and development of the Centre, and the organization as a whole.
8. Promote the Centre within the community.

#### **Competencies and Behaviours:**

In order to successfully meet the requirements of the position, the following competencies and behaviours must be consistently demonstrated:

- Belief in and practice of the mission and goals of the program
- Ability to build trust and positive relationships with families in the program
- Acts as a role model of appropriate behaviour
- Ability to work cooperatively as a member of the Child Care Team, facilitating a team environment through personal behaviour, work contributions, and the sharing of expertise and knowledge.
- Participation in the development of ideas for program enhancement.
- Flexibility and adaptability

- Child-centred approach with recognition and appreciation of the uniqueness of the individual
- Support of the child and family to assist with the achievement of positive outcomes
- Energetic, resilient, and exhibiting a good sense of humour when personal resources are challenged.
- Effective interpersonal skills presented in a positive manner under all circumstances
- A high degree of personal initiative with good evaluative and organizational skills
- Continuing personal and professional development in related areas.
- Actively incorporates volunteers into the program area
- Ability to meet physical requirements of the profession.

### **Desired Knowledge, Experience, and Education**

- Considered Responsible Adult in accordance with Community Care Facilities Branch licensing requirements.
- Valid First Aid Certification
- Up-to-date Attorney General's Criminal Record Review
- Documentation in accordance with Community Care Facilities Branch licensing requirements
- Knowledge and understanding of the issues that affect children of military families
- Valid driver's license, class 4 preferred
- Excellent interpersonal skills with parents, community members, fellow staff, and building personnel
- A mature sense of responsibility and accountability with respect to your profession
- Team approach
- Proficiency in French considered an asset.