



Social Enterprise for Canada (SEC) is a progressive charitable organization, dedicated to creating communities that exemplify Canadian values. SEC maintains its head office in Newmarket and provides direct human services for 19 programs, which include Supervised Access, EarlyON Child & Family Centres, Welcome Centre for Immigrant Services - Newmarket and numerous Before & After School and Licensed Childcare programs.

Social Enterprise for Canada is currently seeking candidates for the position of:

Early Learning Specialist I - RECE

An Early Learning Specialist I (ELSI) works collaboratively with partnerships to provide excellent customer service and high quality, engaging programs. Developing relationships with families and their young children is a focus in facilitating parent workshops and working with community partners. Staff must have the ability to plan, develop and implement age appropriate programs that value play and inquiry as a means to actively and intentionally support all areas of a child's health, development and overall well-being. The successful candidate must have a solid understanding of Play and Inquiry based learning and "How does Learning Happen?" - this is the basis for program planning, implementation and parent engagement. Knowledge of community services and agencies is essential for referral process and to respond to requests for information from families and community members.

Job Duties

- Understanding of core programs with ability to effectively facilitate a variety of related activities that are aimed at engaging participants in the four foundations of HDLH and life-long learning.
- Ability to deliver programs to meet identified KPI/Outcomes
- Plan for and implement an inquiry based emergent curriculum based on children's individual interests and needs
- Ability to use observation and documentation to plan programs and share knowledge of inquiry based learning to engage parents and caregivers.

- Ensure a caring, stimulating and inclusive environment for the children and families attending the program
- Offer appropriate strategies that support families in managing their child's behavior and development
- Identify opportunities to promote additional resources through handouts, making the appropriate referrals, participant follow up and maintain accurate records for data collection
- Ensure the health and safety of participants during service delivery
- Responsible for the cleaning and tidying of the facility and be responsible for the safe storage of equipment, maintaining that all equipment is in good working order prior/after usage.
- Has a mindset of continuous professional development
- Report on a regular basis to Operations Supervisor regarding issues of need and/or concern and offer suggestions to ensure excellence of self, team and programs.
- Ability to respond to individual needs of participants while maintaining confidentiality

Skills

- Excellent verbal and written communication
- Strong interpersonal communication skills
- Good organizational, time management and prioritization skills.
- Knowledge of MS Office, as well as, tools to support job delivery eg. WIW, Trello, tablets, data tracking
- Customer driven with the ability to determine customer needs
- Effectively performs job duties with minimum supervision and colleague directives
- Ability to apply logical reasoning when addressing problems/situations and is able to arrive at an appropriate solution or outcome.
- Demonstrate an understanding of the SEC organization

Work Conditions

- May be exposed to infectious waste, diseases, conditions, etc.
- Intermittent physical activity including walking, standing, sitting, bending, kneeling, crouching or crawling, lifting and supporting children
- Interacts with children, youth, family members, administration, staff and visitors.
- Manual dexterity required to use desktop computer and peripherals.
- Flexible work schedules including evenings and weekends

- Programs are in various sites across York Region, own reliable transportation is a must

Location: EarlyON Child & Family Centres in York Region located in Vaughan- King- Aurora

Most programs run **Monday to Saturday** from **9:00 a.m. to 4:00 p.m.** ELS will work in a variety of site and outreach locations throughout York Region, *including evenings and weekends* based on program schedule.

Hours: Flexible schedule of **15 - 31 hours per week, \$19.00 - \$22.00** per hour (12 month contract term, renewal dependent on funding and satisfactory performance)

Education:

- Degree or Diploma in Early Childhood Education (RECE) or related field

Related Experience:

- Additional languages a strong asset
- 1- 2 years' relevant experience

Certifications:

- Current First Aid & CPR Level C Certification **required**
- Current RECE Certification **required**
- High Five certification is an asset
- **Other:** Current Satisfactory Vulnerable Sector Screen; up to date immunizations and 2 step TB Test; Valid driver's license with reliable transportation **required**
- Will be required to attend meetings and/or trainings at various affiliated sites

All interested candidates should submit a cover letter and resume to the attention of the Hiring Committee by email to: human.resources@socialenterprise.ca

Please quote File # ELSI022019 in your cover letter and subject.

We thank all candidates for their interest; however only those selected for an interview will be contacted.

Deadline: February 14, 2019

Social Enterprise for Canada is committed to providing equal opportunities to all candidates and to meeting the needs of people with disabilities. Should you be contacted regarding an employment opportunity and require an accommodation for a disability, we will be please to work with you to identify how we can best support you through the process.