



Heritage Christian Education Society Calgary (HCECSC)

Child Development Assistant / Child Development Worker

The Out of School Child Development Assistant (CDA)/Child Development Worker (CDW) supervises a group of students ensuring that they are engaged with the program and receiving appropriate care. The CDA/CDW participates with preparation and clean-up of all aspects of the program in collaboration with the other staff of the program. The CDA/CDW is also required to know and be able to follow through with all program procedures as well as Child Care regulations.

This position requires staff with flexible time, who are available to work and be on call to assist during program hours, as well as additional time outside of program hours. Hawks Kids will provide care for children during the following hours: 6:45am – 8:00am; 3:20pm – 6:00pm

GENERAL RESPONSIBILITIES

Responsibilities may include but will not be limited to the following:

Program:

- Understanding of and able to carry out legislative requirements as determined by Alberta Child Care Licensing and Early Years Accreditation with safety as a number one priority.
- Understand and comply with Hawks Kids Out of School Care policies and procedures.
- Maintain accurate children's attendance records and be aware of number of children in a group at any point of time.
- Inspect play space and equipment as a part of daily routine.
- Create and maintain a developmentally appropriate learning environment for children 4.5 - 12 years of age.
- Ensure high-quality care that reflects the philosophy of Heritage Christian Academy; and strive to meet the needs of all children, utilizing clear and concise routines and rules.
- Design, plan, and prepare interesting and imaginative child-centered activities that meet individual and group needs.
- Participate with creating monthly newsletter.
- Provide monthly shopping list for program planning when needed.
- Be on time for your shift, correctly follow proper procedures for sign-in/out, follow proper procedures for time off/leave requests.
- Set personal/program goals and fulfill them according to performance reviews and regular feedback.
- Participate in team meetings and team building events.

Families and children:

- Regularly communicate and act as a resource for families.

- Continue professional development with at least one course/workshop per year.
- Practice teamwork and respect for all children, coworkers and families.
- Orient new children to the program and encourage friendships.
- Model socially acceptable problem-solving steps and encourage support of one another.
- Ensure the safety and well-being of each child.
- Clearly communicate the philosophy of the program to families.
- Create an environment where families feel welcomed and have opportunities to be involved.

QUALIFICATIONS

- Agrees to and adheres without reservation to the HCESC Statement of Faith.
- Commitment to HCESC's vision, mission and values.

Education and Requirements:

- Child Development Worker (level 2), or Child Development Assistant (level 1) Certificate, or Early Learning and Child Care Diploma/Certificate or equivalent.
- Valid Standard First Aid Certificate (CPR) or must be willing to obtain within 3 months from the date of commencement with the program.
- Satisfactory Police Information Check including Vulnerable Sector Search must be provided within 8 weeks of commencement with the program.

Experience and Skills:

- Strong interpersonal and communication skills.
- Ability to work independently, as well as in a team.
- Strong organizational ability, with flexibility and ability to quickly adapt.
- Ability to work with a wide range of ages and individual demographics.
- Ability to observe and assess students and apply appropriate behavior-management techniques.

Working Conditions

- Noisy, high-energy environment.
- Requires some heavy lifting and physical labour.
- Walking (good mobility required).
- Unknown risks may be present during events that occur on the school premises.

Compensation

Staff will be paid \$15.00 - \$18.00. This will be based on certification and experience. Once the program is accredited, salary top-up will apply.

Applications accepted by email:

Please submit your resume to careers@hccalgary.com