

Class No.:	
Original Date:	November 2010
Revision Date:	
Pay Group:	8

CLASS SPECIFICATION

CHILDCARE FACILITY ASSISTANT (SUBSTITUTE)

NATURE AND SCOPE OF WORK

This is childcare work in the Children's Centre. The position is primarily responsible for assisting the Early Childhood/Infant Toddler Educator in delivering a care and education program and providing a clean, safe environment for preschool children. The position reports to the Manager, Children's Centre.

This class specification will be used for as and when required/substitute assignments only, up to one week in duration.

ILLUSTRATIVE EXAMPLES OF WORK

- Assists in delivering the programs and operations of the Childcare Facility according to the childcare legislation and regulations of the Province of British Columbia.
- Provides child guidance and learning environment: physical and emotional care; secure, nurturing and supportive environment; acknowledgement and development of children's feelings, growth and development.
- Follows practices and procedures to safeguard the health and safety of children under the care of the Facility, including following emergency procedures; assisting in the securing of medications and other potentially hazardous materials; housekeeping, etc.
- Responds to illnesses and injuries, including providing safety-oriented first aid care.
- Ensures that no child is subjected to abuse or neglect while under the care of the Facility, and reports abuse or suspected abuse as outlined in the Family and Child Service Act.
- Maintains confidentiality at the Facility.
- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (Fire, WHMIS, Earthquake).
- Performs duties related to the requirements and qualifications of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Working knowledge of Early Childhood Education.
- Working knowledge of the legislation and regulations governing childcare facilities and programs in the Province of British Columbia, confidentiality, the protection of children, and freedom of information.
- Ability to assist in delivering suitable childcare programs, environment, and policies.
- Ability to communicate skilfully and sensitively with children.
- Ability to establish and maintain effective working relationships with other employees, students and the general public.
- Ability to adapt to changing circumstances and to handle emergencies skilfully.
- Ability to perform the duties of an Assistant according to legislation and regulations.
- Ability to lift heavy objects within WCB guidelines
- Skill in safety oriented first aid.

REQUIRED TRAINING AND EXPERIENCE

- According to childcare legislation and regulations of the Province of British Columbia: Minimum of one course offered through an early childhood education training program from an approved training institution in child development or child guidance.
- One and a half months of directly related experience in a childcare facility.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

- A physician's certificate of mental and physical health
- A valid safety oriented first-aid certificate
- Criminal record check