



## **Organization Overview**

The Society of Saint Vincent de Paul of Vancouver Island has been supporting people in need on Vancouver Island since 1916, and we celebrated our 100<sup>th</sup> anniversary on September 27<sup>th</sup>, 2016. Focused on impacting the lives of people affected by poverty, the Society offers emergency relief services while maintaining a focus and commitment to addressing the root causes that contribute to poverty in our communities. The Society currently provides 128 units of supportive and affordable housing, including the additional 42 units that came online in September 2016 with the opening of Rosalie's Village in Saanich. Saint Vincent de Paul provides a wide range of community supports through the Social Concern Program including a food bank, home visit program, education, training, and emergency rent/utility payments. Through the Ozanam Centre, the Society operates a community integration program for persons with developmental disabilities, helping people achieve a higher quality of life. Believing in sustainable development, the Society operates 4 thrift stores that contribute to both financial sustainability and the provision of clothing and household items to those in need. More than 200 people make up the Society membership, supported by more than 300 volunteers and 75 staff.

## **Job Summary**

**Mary's Place Childcare Centre** is seeking dedicated **Full-Time Early Childhood Educators or Early Childhood Educators with Infant/Toddler Certification**. This is an ideal position for individuals who are enthusiastic and passionate about being a contribution to children, families, teammates, and the community. If you enjoy working with children and helping to provide a fun, safe and educational environment where you can make a difference, then this is the position that you've been searching for. This job will help you develop excellent skills and techniques that can benefit you in both your personal life and in future careers in child development.

- Provide a learning environment for infants and toddlers that is warm, supporting, and comforting.
- Maintain an open, friendly, and cooperative relationship with each child and each child's family.
- Encourage parental involvement in the program.
- Nurture the parent-child relationship.
- Establish strong and caring relationships with the infants and toddlers in your Centre.
- Design and implement indoor and outdoor learning environments that engage the total development of each child while addressing the individual needs of the children in the group.
- Greet infants /toddlers and their parents warmly and with enthusiasm each morning.
- Respond quickly in a soothing and tender manner to infants' cries or calls of distress.
- Respond consistently to the child's needs for food and drink as well as comfort.
- Put into practice theories and principles of child growth and development.

- Organize each day's activities to provide children with a variety of experiences and opportunities that allow them to develop curiosity, initiative, problem-solving skills, and creativity, as well as a sense of self and feeling of belonging to the group.
- Maintain a safe, clean, care-giving environment and assure the well-being and safety of all the children in that environment.
- Conduct daily safety inspection of the classroom and outdoor learning environments.
- Maintain a positive, calm attitude and a pleasant, soothing voice and model this attitude and voice for parents and others working or volunteering in the program.
- Communicate effectively with others including giving and receiving feedback.
- Cooperate successfully as a member of a team.
- Maintain confidentiality of all information related to the Centre's children, their parents, and staff.
- Assist children to practice self-help skills.
- Attend all training opportunities and staff meetings and events as provided and scheduled.
- Perform any other tasks deemed necessary by the center coordinator or manager.

### **WorkSafe BC Employee Responsibility**

- Follow safe work procedures and act safely in the workplace at all times. Use the protective clothing, devices, and equipment provided. Co-operate with joint occupational health and safety committees, worker health and safety representatives, **WorkSafe BC** prevention officers, and anybody with health and safety duties.
- Be alert to hazards. Report them immediately to your supervisor or employer. Follow safe work procedures and act safely in the workplace at all times. Get treatment quickly should an injury happen on the job and tell the health care provider that the injury is work-related.
- Other assigned duties, as required.

### **Currently seeking**

- Fulltime, permanent positions

### **Compensation**

- Wage range
  - \$27.45-\$29.96 for ECE/IT
  - \$24.60-\$26.88 for ECE
  - We participate in the Wage Enhancement program to add \$4.00/hour which is included in the wage range shown.
- Competitive Benefit package available after probation

## **Desired Qualifications**

- Diploma in Early Childhood Education (Mandatory), Infant/Toddler (Preferred)
- Current BC License to Practice (Mandatory)
- First Aid Certification –Standard CPR
- Understanding of The Community Care Facilities Branch licensing requirements
- Adherence to the ECE of BC Code of Ethics
- Mature and responsible attitude towards work and co-workers
- An understanding of the issues that affect children and their families
- One –two years of experience working in an Early Childhood Centre with specialized knowledge in programs for infants and toddlers.
- Excellent communication, presentation, and interpersonal skills with children, parents, and community members
- Experience working with children with mental and physical disabilities and the community supports available
- Willingness to work flexible hours
- Willingness to attend meetings and events after hours
- Understanding of the Mission and Values of the Society of St. Vincent de Paul
- Will be required to successfully obtain a Ministry of Justice Criminal Record Check clearance letter prior to commencing employment

## **To Apply**

Please send resume and cover letter stating your interest in the position to Stephanie Paetz at [spaetz@svdpvictoria.com](mailto:spaetz@svdpvictoria.com)