



**Victoria Immigrant & Refugee Centre Society (VIRCS)**

3<sup>rd</sup> Floor, 637 Bay Street - Victoria, B.C. V8T 5L2

Telephone: (250) 361-9433, Fax: (250) 361-1914

<b>Contractor title:</b>	<b>Child-Minder</b>
Reports to:	Director of Settlement Programs
Status:	Temporary, 6 hours/week
Salary:	\$14.50/hour contract position
Date:	June 6, 2016 to August 31, 2016

The Victoria Immigrant and Refugee Centre Society has been dedicated to immigrants and refugees in Greater Victoria for over 25 years, helping clients from all over the world. It serves more than 3,000 newcomers annually with its programs in the areas of employment, settlement, integration, children and youth, as well as many other projects and activities.

**PRIMARY ACCOUNTABILITY:**

To provide warm, welcoming child care services in a drop-in daycare space to immigrant and refugee parents while they attend programs at the centre.

**RESPONSIBILITIES:**

- Supervise the completion of all documentation required by parents visiting the centre
- Adhere to agency child-minding policies, particularly the Behaviour Policy and Emergency Procedures
- Be fully compliant at all times with Child Care Licensing Regulations
- Provide supportive, fun, mature child-minding services to children aged 6 weeks to 6 years on a drop in basis

**REQUIRED QUALIFICATIONS**

Adhere to all elements of Vancouver Island Health Authority Child Care Licensing Regulation, Community Care and Assisted Living Act:

- be at least 19 years of age;
- have completed a course, or a combination of courses, of at least 20 hours duration in child development, guidance, health and safety, or nutrition, with proof of coursework
- have relevant work experience
- provide a clear criminal record check provided by the Ministry of Justice
- provide a Physician's Waiver stating mental and physical readiness to work with children
- provide 3 references

**ASSET QUALIFICATIONS**

- Cross-culturally aware and able to engage with people from diverse ethnic, cultural and religious backgrounds
- Sensitivity to issues of immigration and knowledge of adjustment and transitional issues specific to newcomers
- Second and third languages are beneficial

**To APPLY:** Submit resume and cover letter to the Director of Settlement Programs by closing date: 5:00pm on Friday, June 4, 2016. Email: [alvaro@vircs.bc.ca](mailto:alvaro@vircs.bc.ca)