



UNION JOB DESCRIPTION

JD6101

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| JOB TITLE: | Early Childhood Educator with Special Needs Certificate | JOB DESCRIPTION NO.: | 6101 |
| CLASSIFICATION: | Early Childhood Educator P1 | GRID/PAY LEVEL: | H-A-P1 |
| COLLECTIVE AGREEMENT: | Health Science Professionals | HSCIS NO.: | 66501 |
| UNION: | HSA | JOB/CLASS CODE: | 66501 |
| PROGRAM/DEPARTMENT: | Population & Family Health; CY&F Rehab, QA | BENCHMARKS (If Applicable): | |
| REPORTING TO: | Program Coordinator | | |
| FACILITY/SITE: | Queen Alexandra Centre for Children's Health | | |

JOB SUMMARY:

In accordance with the Vision, Purpose, Values and strategic direction of the Vancouver Island Health Authority (Island Health), patient and staff safety is a priority and responsibility shared by everyone. As such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Program Coordinator, the Early Childhood Educator (ECE) with Special Needs Certificate develops and implements curriculum to address children's identified needs, stages of development and interests, and plans developmentally appropriate activities and play environments that help children make developmental progress. The ECE with Special Needs Certificate collaborates with family members/legal guardians and multidisciplinary teams to enhance developmental gains of children in an inclusive play-based child care program.

The ECE with Special Needs Certificate applies current knowledge of BC Child Care Regulations, QACCH and Pre-School Program standards and the B.C. Early Learning Framework to create and maintain a childcare setting that meets all licensing criteria and demonstrates excellence in childhood education practices.

The ECE with Special Needs Certificate contributes to the achievement of organizational and departmental objectives, in accordance with established standards of practice, Island Health policies, and work-related processes, procedures and guidelines, including safety and quality protocols.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Ensures the physical, social and emotional well-being of children while in the childcare setting by:
 - Ensures compliance with health, safety, and licensing standards of practice, Employer policies, and work-related processes, procedures and guidelines, including maintaining a clean and safe environment;
 - Monitors and reviews childcare plans with family members and team members and provides regular progress records employing a variety of strategies to communicate with families about their child's progress in ways that meet each family's needs and preferences;
 - Evaluates the effectiveness/outcomes of childcare plans and makes necessary adaptations to improve service;
 - Liaises, as needed, with other community childcare settings, schools and agencies towards coordination of child specific supports;
 - Records daily attendance and maintains awareness of children's whereabouts at all times;
 - Supervise children at all times and maintain an awareness of the whole group when working with an individual child or small group;

- Initiate and performs tasks as required around feeding, toileting, dressing, seating and positioning children, which may include tasks to support children with complex needs;
 - In conjunction with team members, develops and maintains an appropriate and predictable daily schedule of group and individual activities with children;
 - Organizes and recommends the purchase of necessary supplies and materials.
2. Ensures the provision of a safe, nurturing, inclusive play-based childcare program that promotes the cognitive, creative, language and social/emotional development of children by:
- Establish and maintain responsive, respectful, and reciprocal relationships with children, families, and colleagues;
 - In keeping with the program's philosophy, exercises independent judgement in decision making by designing and implementing developmentally appropriate activities that promote social, emotional, cognitive, and physical development to ensure children have access to a range of activity areas that promote small and large motor, cognitive, creative, language and social/emotional development;
 - Create play environments that reflect the diversity within the community and maximize interaction and exploration;
 - Provide each child with the opportunity to participate in individual, small and large group activities;
 - Observe, document, and assess children's learning and development to inform planning and communicate with families;
 - Plan and carry out special events such as field trips, parent education, family gatherings, etc.
3. Participates in employer programs and initiatives such as research activities, quality improvement, team conferences, meetings, and the development of new policies, procedures and standards for care/program delivery. Contributes to discussions; reports back on decisions, outcomes and recommendations.
4. Utilizes, maintains, and participates in the evaluation of work-related systems, tools, supplies, and equipment in the provision of care/treatment. Gathers, enters, reviews, and maintains patient/resident information in health systems. Compiles/prepares reports.
5. Provides orientation, guidance, and collegial information or demonstration of equipment or work methods and processes to others including peers, new staff, and students. Provides instruction and/or supervision to students; evaluates and provides feedback on student progress. Provides work direction to support staff.
6. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

- Certificate in Early Childhood Education from a recognized post-secondary institution; and
- Special Needs certificate; and
- Valid Licenses to practice in BC as an Early Childhood Educator and Infant Toddler Educator ; and
- Three to five years recent related experience working with children under 3 years of age. Experience working with children with support needs ; and
- Working knowledge of the Community Care and Assisting Living Act and Child Care Licensing Legislation; and
- Valid First-Aid Certificate.
- An equivalent combination of training and experience may be considered.

Skills And Abilities

- Ability to organize work.
- Ability to work with minimal supervision.

- Ability to communicate effectively both verbally and in writing.
- Ability to deal effectively with others.
- Ability to orient, instruct, and evaluate students and volunteers.
- Physical ability to carry out the duties of the position.
- Functional use of alternative modes of communication such as sign language.