



## BEACONS' EARLY LEARNING HAVEN

*"Nurturing Minds, Shaping Futures"*

**Job Title:** Educational Childcare Assistant (ECA); Full-time; Part-time; Casual

**Reports to:** Program Supervisor

**Shift and Schedule:** 40 hours per week, shifts between 7:00 am & 6:00 pm.

**Salary: Starting from** \$19.20 per hour

**Work Location:** In-person

**Job Posting Application Deadline:** Ongoing

### **What's in it for you:**

- As an employee, you can enjoy a comprehensive benefits package that includes dental and vision care, a health care plan, disability benefits, and life insurance, and applicable WEG.
- Our growing business fosters a positive work environment that promotes mutual respect, acknowledgment, validation, responsiveness, communication, respect for diversity, and teamwork.
- You will also have opportunities for professional development, reimbursement, and consideration for promotion opportunities.
- In addition, we offer discounted or free food and beverages, a competitive salary, and paid time off.
- The facility is conveniently located near public transportation routes, and onsite parking is available.

**About Us:** Beacons' Early Learning Haven, located in Orleans, Ottawa, firmly believes that every child is competent, capable, curious, and full of potential, regardless of their abilities. We are committed to creating an inclusive environment that recognizes and values individual differences and ability levels. Our play spaces promote independence, interpersonal skills, self-regulation, self-confidence, acceptance, empathy, and communication for all children.

Inclusion allows children to interact with peers during playtime and daily routines, fostering the development of self-help skills, self-regulation, self-control, and the understanding that others come from different backgrounds and perspectives. Diversity, equity, and inclusiveness are essential values, and we welcome and respect individuals from all ethnic backgrounds.

*Beacons' Early Learning Haven Is an Equal Opportunity Employer*

**Job Summary:**

The Educational Childcare Assistant will support the lead teacher or childcare provider in creating a positive and enriching environment for children. The role involves assisting with daily activities, implementing educational programs, and ensuring the safety and well-being of the children.

As a compassionate early childhood educator, you must be dedicated to continuous learning, modelling good behavior, showing empathy, and empowering others.

***Join our team and work towards the daily growth of inquiring and wondrous minds and bodies and unlock the potential of their potential!***

**Key Responsibilities:**

- Assist in planning and implementing age-appropriate educational activities and curriculum.
- Support the lead teacher in creating a positive learning environment.
- Supervise and engage with children during activities, both indoor and outdoor.
- Help with daily routines such as meals, naps, and personal hygiene.
- Foster a caring and supportive atmosphere to promote social and emotional development.
- Communicate effectively with children, parents, and team members.
- Observe and report children's progress and behaviour to the lead teacher.
- Maintain a clean and organized classroom environment.
- Follow health and safety guidelines to ensure the well-being of all children.

**Qualifications:**

- A high school diploma and at least one year of experience working with children, preferably within a daycare setting.
- Experience working with children in a daycare or early childhood setting.
- Knowledge of child development and early learning principles and practices.
- Ability to communicate effectively with children, parents, and colleagues.
- Strong organizational and time-management skills.
- Ability to work collaboratively as part of a team.
- Current First Aid and CPR certification.
- Ability to pass a criminal background check.
- Talented in music, yoga, sports, art, drama, dance, or other activities like painting, drawing and crafts is an asset to the daycare program.

**Job Types: Full-time, part-time and casual positions**

**Environmental Considerations:** This role may involve exposure to various weather conditions and may require work in different temperatures within the facility and outside. The ECA will work in a fast-paced and dynamic environment and must stand, walk, and lift up to 50 pounds.

The ECA will also be required to work flexible hours, including evenings and weekends, to meet the needs of the daycare program.

**Work Remotely:** No

***Equal Opportunity Employer:***

*Beacons Early Learning Haven is an equal opportunity employer and is committed to creating an inclusive and welcoming environment for all.*

COVID-19 considerations: We follow the Ottawa Public Health and Ministry of Health recommendations and guidelines.

**To apply for this position, please submit the following to [admin@beaconsearlylearninghaven.ca](mailto:admin@beaconsearlylearninghaven.ca)**

- **A cover letter explaining your interest in the position and your relevant experience.**
- **A current resume detailing your work history and qualifications.**
- **Three professional references, including their name, position, and contact information.**

***Screening questions:***

1. *Are you available for the advertised start date?*
2. *Are you currently legally able to work in Canada?*
3. *Do you currently reside in proximity to the advertised location?*
4. *Do you have previous experience in this field of employment?*
5. *Do you have the above-indicated required certifications?*
6. *What is the highest level of study you have completed?*
7. *What is your primary language for communication?*
8. *Do you have a working knowledge of the other official language (English or French)?*
9. *What type of work are you looking for: Full-time, part-time or casual work?*

***Assessment:***

Assessments for this position may include a written test which may be followed by an interview. Reference checks will be conducted as part of the selection process.

***Accommodations:***

Beacons Early Learning Haven is dedicated to ensuring that all job applicants, including those with disabilities, have equal opportunities to pursue employment with our organization. If you require accommodations during the application process, please contact us by email at [admin@beaconsearlylearninghaven.ca](mailto:admin@beaconsearlylearninghaven.ca).

*We appreciate your interest in the position. Please note that due to the high volume of applications we receive, we can only contact those shortlisted for the position.*

