

Kiwassa Neighbourhood House Job Posting

Job Title: **Childcare Inclusion Manager**

Kiwassa Neighbourhood House is a multi-service community agency that provides social services and programs to residents in Hastings-Sunrise and Grandview-Woodland neighbourhoods of East Vancouver on the traditional, unceded and occupied territories of the xʷməθkwəy̅əm (Musqueam), Skwxwú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations. Since 1951, we have been working in partnership across sectors and disciplines – to create a welcoming place where people can find a helping hand, services they need, and opportunities to be connected and engaged in their community. Drawing on the power and resiliency of our neighbourhood, we work to create a socially just and thriving community where everyone feels valued and secure.

Kiwassa has 160 licenced child care spaces in five locations, offering quality childcare to infants, toddlers, and school-aged children.

Summary:

We are currently seeking a passionate, enthusiastic and experienced Early Childhood Educator to oversee work in all childcare programs. This primary focus of role will be to assist programs and educators with developing and refining their pedagogical approaches and program development as well as being the liaison with our pedagogist and Supported Child Development consultants. Other duties will include assisting with staff recruitment, coordinating the casual pool of ECE substitutes' availability and placement, and overseeing the implementation of a comprehensive staff development program.

This person will lead educators in licensed, group programs which provide a range of multicultural, inclusive programs for children under age 12, including Infants and Toddlers. This full-time (35 hours/week), ongoing position reports to the Childcare Director.

Key Responsibilities:

- Works with partnering organizations and individual caregivers to establish care plans for children with additional needs
- Provides resources and supports to childcare centre employees to assist in developing an inclusive and welcoming environment for all children
- Observes and follows up with caregivers and partnering organizations regarding care plans
- Provides support to childcare centre coordinators during absences and for escalated situations
- Provides one-on-one development and support as required
- Plans and implements activities and experiences for ECE professional development
- Facilitates workshops
- Creates opportunities for staff to share and learn from each other
- Works with coordinators and educators to ensure best practices are followed when planning to meet children's early learning needs
- Coaches and inspires educators to provide the best possible outcomes for children
- Ensures safety and wellbeing of children participating in programs

- Assists with grant writing, as required
- Provides updates and reporting as required
- Ensures an operationally appropriate list of ECE substitutes through actively recruiting
- Establishes partnering relationships with post-secondary institutes
- Interviews, selects and performs the appropriate and required checks
- Provides onboarding and training to new hires
- Maintains documentation of recruitment activities and new hires
- Participating as a member of Kiwassa's Joint Occupational Health and Safety Committee
- Other duties, as assigned

Qualifications and Experience:

- Early Childhood Education Certificate, with post-basic Infant/Toddler and Special Needs certificates or training
- Minimum one year's experience supervising, coaching or consulting with ECEs
- Minimum 10 years' experience in various childcare settings
- Current First Aid Certificate
- Experience working with partner organizations and families when planning for children with additional needs
- Knowledge and demonstrated skill in trauma-informed and cultural competence practices
- Demonstrated ability to work with, support and relate to children and their caregivers
- Demonstrated ability to conduct development needs assessment, create training materials, facilitate and evaluate skill development
- Strong written and verbal communication skills and excellent interpersonal skills
- Strong organizational abilities including planning, and task facilitation
- An innovative and creative mindset and learning orientation, continually looking for opportunities to improve and enhance
- Collaborative and solution-oriented
- Demonstrated passion, compassion and commitment for the mission of Kiwassa.

Remuneration:

This is a full-time position with a salary range of \$50,000-\$55,000 per year (plus ECE-Wage Enhancement) and an outstanding benefits package. Interested applicants are requested to submit a cover letter and resume on or January 3, 2022.

Please send cover letter and resume to childcare@kiwassa.ca

We thank all applicants for their interest; however, only shortlisted candidates will be contacted.