



## Infant Program Support

The Children First Society in Inuvik, NT is an early learning and care facility licenced for 127 children, ages 6 months to 12 years old. The Infant Support will assist with the care of children and the safety and cleanliness in the preschool programs. Under the direction of the Executive Director and the Team Leader the position will follow the policies of the board and NWT Day Care Regulations to ensure a quality preschool program.

### ***Experience and Qualifications***

As an Infant Program Support, you may be passionate about beginning in the field or have some experience caring for infants, or perhaps you have worked in a childcare centre. You may have taken some workshops or courses in child development. Your experience in caring for children allows you to work with the program team to deliver quality care to the children in the infant program. You love nurturing young children to grow and develop in a positive way. You are willing to learn about and keep up to date with current NWT Day Care regulations, as well as follow the policies and procedures of the Board to ensure a safe environment for infants and children.

### ***Personal Suitability***

Your friendliness helps you establish important relationships with families and their children. As a team member, you assist with the daily needs of the infants: eating, sleeping and diapering. You are someone children can trust. You are a fair person and a hard worker. You have a willingness to keep the program area clean and disinfected.

### ***Compensation***

Compensation is negotiated depending on experience but will start from \$19.00 per hour;

Details will be finalized with the successful candidate.

### ***Applications***

Please e-mail your cover letter and resume to:

Children First Society  
Attn: Hiring  
childrenfirst@northwestel.net

Or drop off at Children First 210 Kingmingya, Inuvik Northwest Territories.

This position is open until filled.

## JOB DESCRIPTION

<b>Position Status</b>	<b>Position Title</b>
<b>Full Time, Indeterminate</b>	<b>Infant Program Support</b>

### PURPOSE OF THE POSITION

The position provides support, mentorship, and guidance to the infant program staff of the Children First Society. Under the direction of the Executive Director, we will follow the policies of the board and NWT Day Care Regulations to ensure adequate care, supervision, and a developmentally appropriate program for the infants.

### SCOPE

Located in Inuvik, NT, the incumbent reports to the Executive Director or Team Leader and is responsible for the day to day care children in the infant program, which are aged 6 months to 2 years.

### Responsibilities

- 1. Assist with a daily program that meets the goals and objectives of the Children First Centre, and the daily program requirements in the *Child Day Care Standards Regulations* using intentional practice.**

### Main duties:

- Observe children to record interests and needs
- Plan and implement activities to meet the Children First Centre goals and the cultural, physical, emotional, intellectual and social needs and interests of the children in the infant program
- Develop weekly and monthly schedules of the daily program using intentional practice to meet the individual needs of the children
- Assist with a portfolio for each infant, tracking developmental needs and interests of the child
- Maintains an open, friendly, and cooperative relationship with each child and family
- Talks, sings, and reads to infants
- Assist with feeding, diapering, sleeping and other physical routines as needed
- Advise the Executive Director or Team Leader of equipment and maintenance needs
- Ensure equipment and the facility are clean, and safe at all times
- Follow health, safety, and sanitation regulations
- Involve self in spontaneous play

- Encourage creativity and individuality of each child
- Communicate verbally and non-verbally with the children at an appropriate level

## **2. Supervise the children attending the facility.**

### **Main duties:**

- Ensure that children are supervised at all times
- Ensure staff:child ratios in the infant programs are met
- Promotes feelings of security and trust in infants
- Greets infants and their parents warmly and with enthusiasm each morning
- Assures that each infant and infant is warmly greeted upon arrival, each infant is held, and each child is gradually assisted to become a part of the small group
- Responds quickly in a soothing and tender manner to infants' cries or calls of distress
- Responds consistently to infants' needs for food and comfort
- Help supervise children on field trips

## **3. Establish routines and procedures consistent with the Children First Society's values.**

### **Main duties:**

- Identify and teach positive behaviours expected of children
- Adjust expectations to match the development levels of the children
- Implements individualized feeding plans for children; respects individual preferences and eating styles; sits with infants and shares family-style meal; models manners and good nutrition.
- Tends to children's personal hygiene needs, remaining especially attentive to them during routines such as diaper changing, cleaning, feeding, and changing soiled or wet clothes.
- Correct children using positive developmentally appropriate discipline
- Respects infants' curiosity about each other; ensures that children treat each other gently.
- Maintain a professional attitude and confidentiality within the program at all times.

## **3. Communicate regularly with parents and encourage their participation.**

### **Main duties:**

- Keep parents informed of their child's progress and participation in the daily program
- Establish regular communication with parents
- Assist with and encourage opportunities for parents to be involved in the daily program

## **4. Pursue ongoing professional development through appropriate courses, seminars or workshops.**

## **5. Perform other duties as required.**

## **Requirements, Skills and Knowledge:**

### **Should have:**

- **Current Standard First Aid**
- **Satisfactory criminal record check, including a vulnerable sector search, completed by the RCMP**
- **Statement about whether or not there are any outstanding criminal charges, and details**
- **Up-to-date immunizations**
- **Tuberculosis screening**

### **Important:**

- An understanding of child development theories and promising practices
- Experience with school age children is an asset
- Playful
- Approachable
- Nurturing
- Knowledge of relevant legislation, policies and procedures
- an understanding of the northern cultural environment
- ability to clean and organize
- Be able to maintain strict confidentiality in performing duties
- Good Teammate
- Positive communication skills
- Demonstrate sound work ethics