



Little Mountain Neighbourhood House Society

3981 Main Street, Vancouver, B.C., V5V 3P3

Phone: (604) 879-7104 Fax: (604) 879-7113

JOB POSTING

FAMILY RESOURCE PROGRAMS

SINGLE MOM'S PROGRAM CHILD MINDER/ON-CALL CHILDMINDER AND DROP-IN ASSISTANT

The Child Minder provides supervision, guidance and a safe, accepting, caring environment where the children of participants in the LMNHS programs/workshops feel welcomed and are able to learn and develop at their own pace.

- Reports to the Family Resource Programs Manager
- **Key Responsibilities and Duties**
- Prepare the setting before the children arrive and secure the facility before closing.
- Plan and facilitate activities for the participants
- Promote proper hygiene and provide safe play experiences
- Inform, guide and support other program staff and volunteers as required
- Attend to the children's physical needs that may include diapering, toileting, eating and sleeping
- Maintain attendance records
- Direct parents to appropriate resources and other professionals when needed
- Perform other related duties

Qualifications, Skills and Experience

- Minimum 1 year experience working with families with young children.
- Knowledge of child development, ECE certificate preferred
- Understanding of cross-cultural and socio-economic issues that affect families
- Excellent communication and interpersonal skills
- Ability to observe confidentiality of participants
- Ability to work as part of a team in a multi-cultural environment.
- First Aid certificate
- Fluency in a second language an asset.
- Criminal record check required.

Closing Date: August 18th 2017

Salary Range: \$15.02/hr

Starting date: August 30th, 2017

Send cover letter and resume to: maria_valenzuela@lmnhs.bc.ca

Thank you for your interest in Little Mountain Neighbourhood House. Little Mountain Neighbourhood House is an Equal Opportunity Employer. No phone calls please.