



Position: **EARLY YEARS PROGRAM FACILITATOR**

Provides and supports the delivery of core services at the EarlyON Child and Family Centre that meet the early years needs of the Ottawa South community and which include early learning activities, parent resources, pre- and post-natal resources and information and referral.

Union: Temporary, Full-time, Unionized position

February 1st, 2018 to August 31st, 2018

Salary: \$21.75 to \$25.33 per hour

Location: EarlyON Child and Family Centre 2330 Don Reid Drive and satellite sites, Ottawa

Qualifications: Diploma or University degree in Early Childhood Education, Family Support Certificate or other related post-secondary education

RECE in good standing with the CECE

Clear Police Record Check (Vulnerable sector) completed in the last 6 months

Current Standard First Aid and CPR certification

Experience working with children and adults; responsibilities should include group program planning. Knowledge of early years child development. Good organizational, interpersonal and communication skills

Ability to work independently without direct supervision.

Knowledge of word processing, data management and other computer skills compatible with what is current in the software industry as well as what is being used at AFCS

Sensitivity and respect towards cultural and individual differences

Availability to work flexible hours

Access to a car is essential

Bilingual (English and French) an asset

Knowledge of special needs would be an asset

Responsibilities: Provides and supports the delivery of core services at the EarlyON Child and Family Centre that meet the early years needs of the Ottawa South community and which include early learning activities, parent resources and training, pre- and post-natal resources

Working hours: 35 hours per week

Available from: February 1st, 2018 to August 31st, 2018

Apply: E-mail: hrrecruiting@afchildrensservices.ca

Closing date: January 30th, 2018
We thank all applicants for their interest; however only those selected for an interview will be contacted.

This position is open to both male and female applicants.

Should the applicant require any accommodations during the application process please notify Human Resources as per the Accessibility for Ontarians with Disabilities Act.