



## **EMPLOYMENT OPPORTUNITY LAC LA BICHE COUNTY**

### **Child Mind Attendant**

#### **Casual Position**

Under the general direction of the Childcare Lead Attendant, the Childcare Attendant is responsible for the safety and well-being of children aged 1 month to 11 years. The incumbent possesses an inventive and outgoing personality to captivate children whose parents/guardians are using the service. The individual also strives to be in tune to the needs of the whole child, contributing to the development and implementation of quality programming. The position is also responsible for working cooperatively with Parent Link staff in assisting families with child care or providing general information about accessing Parent Link supports and programs.

#### **Responsibilities and Duties:**

- Engaging children in active play,
- Familiarity with, and utilizing, developmental activities for all five developmental domains (physical health and well-being, social competence, emotional maturity, language and thinking skills, communication skills and general knowledge);
- Participate in the regularly scheduled tasks for cleaning, opening and closing, meetings.
- Working knowledge of the Child Mind policy and procedures;
- Assisting with program design, activity selection and preparation;
- Greeting parents and children coming into the Child Mind Centre;
- Ensure each child has a wrist band, indicating payment for the service.
- Cooperating with Parent Link program staff to ensure young families are well supported;
- Informing parents / guardians about the range of services available through Child Mind and Parent Link;
- Generally assisting with the enforcement of the Child Mind policy and procedures;
- Assisting the Childcare Lead Attendant in monitoring parents signing children in and out of the room, ensuring the person signing the child out of the room has authority to do so.
- Encourage program users to become familiar with the Child Mind policy and procedure.
- Positive communication with parents and public
- Assisting the Childcare Lead Attendant with taking equipment and supply inventories;
- Assisting with documenting statistics, as requested the Childcare Lead Attendant or Manager of FCSS & Community Development;
- Be knowledgeable about and actively participate in the County's Health and Safety policy.
- Participate in training required for the work;
- Participate in Emergency Social Services training and exercises.
- Cleaning, organizing and decorating of Child Mind Centre as needed.

#### **Qualifications:**

- Minimum Grade 12 with experience in child care
- Knowledge about quality early childhood development
- Keen and active interest in working with young children
- First Aid
- Physical fitness is required to engage in all levels of play with children

- Must be able to work with sterilizing solutions for cleaning the centre
- Mental agility for engaging young children in developmental play
- Class 5 Drivers License
- Must submit a Driver's Abstract, Criminal Record Check, Child Welfare Check and Medical Assessment that meets the satisfaction of the County.

**Salary range is \$19.70 - \$28.56 hourly**

- Salary will be commensurate with experience and qualifications
- Competition number: 28-CMA-17
- Closing Date: June 18, 2017

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679

Lac La Biche, AB T0A 2C0

Fax : 1-888-421-2533

Email : [hr@laclabichedcounty.com](mailto:hr@laclabichedcounty.com)

We thank all interested applicants; however, only applicants selected for an interview will be contacted.