

**Early Childhood Educator  
Temporary Full Time (35 hours per week, until April 2020)  
19-007NCFRC**

**Are you looking to make a difference in your community?  
Join the Norwood team and start making a difference today!**

Norwood Child and Family Resource Centre is an Edmonton based non-profit organization that has been supporting children and families since 1963, with a vision of Healthy Children, Healthy Families, Healthy Communities. Our programs and services are designed to strengthen and enrich families with children birth - 5 years old. Early childhood experiences are aimed at fostering optimal child development and healthy parent-child attachment. Parent education opportunities are created to support building the capacity of families. Family support services are provided to support families as the child's first and most important teacher. Information and referral is a key practice in supporting families to grow and learn within their own communities. Programs are delivered using a holistic approach to support the social, emotional, intellectual, language, physical and creative needs of children and families in the community. For more information, visit <https://www.norwoodcentre.com>.

**Norwood provides the following:**

- Paid health, dental and vision premiums
- 5 weeks of paid time off per year (1 week at Spring Break, 2 weeks at Christmas and 2 weeks vacation)
- 12 sick/personal leave days per year
- Service recognition and employee awards
- 2 staff fun/appreciation days per year
- Strong focus on employee wellness and work-life balance
- Supportive of ongoing professional development
- A compassionate team environment

*Norwood is a pet friendly environment.*

As an Early Childhood Educator, you will be responsible for creating an enriched and stimulating learning through play environment for children, monitoring and documenting children's developmental progress, assessing program quality, documenting children's learning through the use of the Alberta Curriculum Framework, providing flexible in home and/or community support to families based on their needs, facilitating a variety of groups and contribute to a positive team setting.

Children's Programs provide a child-directed, learn through play environment for children birth - 5 years old. Children are encouraged to explore, learn, problem solve, and have fun as they play in a safe, nurturing environment. Positive play experiences are aimed at fostering optimal development in all developmental domains.

**This position requires a flexible work schedule that includes evenings and weekends to meet the needs of the families.**

**This is a leave cover position that will run for up to 12 months.**

Norwood staff are guided by the following Team Charter: (SPIRIT)

- **Support** - We utilize one another's strengths to take on challenges and opportunities using positive communication, collaboration, and compassion.
- **Passion** - We have the energy, attitude, and enthusiasm to be fully committed and engaged in our work with each other.
- **Integrity** - We are honest, trustworthy, transparent, and accountable with each other.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

- **Respect** - We accept others without judgment and recognize that every individual is a person of value.
- **Inclusivity** - We celebrate diversity and welcome people of all abilities, backgrounds, cultures, and perspectives.
- **Team** - We are all one group working towards improved outcomes for children and families.

If you share our values and support our mission and vision please consider joining our team.

**Reporting to the Children's Program Coordinator, the Early Childhood Educator is responsible for the following:**

- Planning and implementing an enriched Early Learning Program, focused on the individual needs and interests of the children
- Providing a safe environment that maintains orderly, clean, and appealing facilities, removing known and potential safety hazards
- Following Child Care Licensing, Alberta Education and Interagency Standards, Alberta Curriculum Framework (FLIGHT), Accreditation of Early Learning and Care, Program Manuals and health and safety regulations as applicable to the specific program
- Maintaining on-going positive interactions with the children during classroom activities on an individual, small or large group basis
- Using a variety of strategies to guide children's developmental skills in accordance with policies and procedures as set out in applicable regulations and standards
- Completing daily observations of children in program to support documentation of their strengths and needs
- Capturing learning stories to support program planning
- Planning, organizing and/or facilitating family education and family/child groups that reflect the needs and interests of the families
- Conduct regular home visits and/or Family Oriented Programming with families/caregivers based on children's individual goals

**The ideal candidate will possess the following qualifications:**

- Diploma in Early Childhood Development
- Child Development Supervisor Certificate (formerly level 3)
- Minimum 2 years experience working with children and families from diverse cultural and socio-economic backgrounds
- Experience implementing programming based on best practice within the Early Childhood field
- Experience conducting regular in home visits considered an asset
- Experience in developing and facilitating groups considered an asset
- Strong interpersonal and communication skills
- Possess a current Childcare First Aid certification
- Possess a valid driver's license and access to a reliable vehicle
- Criminal Record Check and Child Welfare Intervention Record Check (*findings will be reviewed on a case by case basis*)

The starting hourly range for this role is \$21.73 - \$24.45 per hour (\$39,548.60 - \$44,499.00 per year) based on a 35-hour week.

Norwood Child and Family Resource Centre values diversity and welcomes applications from First Nation, Inuit, Métis, New Canadian, racialized, differently abled and LGBTQ2S communities.

To apply for this opportunity, please submit your résumé and cover letter to: [hr@careersforcommunity.ca](mailto:hr@careersforcommunity.ca)

**Please state in the cover letter how you align with the Norwood Team Charter and how you heard about the position.**

Please include Temporary Early Childhood Educator and Job ID Number 19-007NCFRC in the Subject Line of the email.

Closing Deadline: Until Suitable Candidate is Found

We thank all applicants for their interest, however, only those selected for an interview will be contacted.