

	COUNTY OF GRANDE PRAIRIE JOB DESCRIPTION
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JOB TITLE:	CURRENT CLASSIFICATION/GRID	POSITION #
ECD Program Facilitator	FCSS Grid Level 2	49 (casual)

NOC CODE: 4214

STANDARD HOURS: Varies (non-management)

JOB TITLE OF IMMEDIATE SUPERVISOR	SUPERVISOR'S CLASS/GRID	POSITION #
Family and Child Development Coordinator	AD Grid 5(h)	314

DIVISION	DEPARTMENT	LOCATION
Community Services	FCSS	Various

PROGRAM FUNCTION:

The Community Services division includes Fire Protection, Enforcement, Parks & Recreation, Agriculture services and Family & Community Support Services for the County of Grande Prairie No. 1.

The FCSS department provides social services to the residents of the County. Programs will be directed towards seniors, children, youth, families and volunteers to promote their social and emotional well-being.

PURPOSE OF JOB:

Plan and implement program ideas to meet the physical, social, emotional, and intellectual needs of children; recognizing the stages of development.

Job Duties and Tasks:

1. Prepare materials and activities for daily operation of the program that reflect goals and objectives.
2. Observe and record significant group and individual patterns of behavior.

3. Evaluate individual children's progress, classroom setting, program and parent involvement as deemed necessary.
4. Have good knowledge of community resources and make appropriate referrals when necessary.
5. Work with community agencies when required to ensure program meets the needs of all children.
6. Submit records and monthly reports as required.
7. Attend and participate in staff meetings, staff development and seminars that would benefit the instructor, the children and/or the program.
8. Keep records of attendance.
9. Work with the parent group and Family and Child Development Coordinator and establish open lines of communication.
10. Work with the parent group to organize special events for children and aid in organization of parent education session and fundraising activities if required.
11. Provide for individual and group play and learn times
12. Provide for active and quiet times
13. Provide a variety of activities that encourage individual interests and stimulate creative thinking
14. Encourage children to express themselves openly and freely
15. Allow children to give their opinions and promote listening to others
16. Provide positive role models to encourage or improve socialization amongst children
17. Provide a comfortable, stimulating and nurturing environment
18. Ensure that weather permitting, children have outside time
19. Display materials that encourage children to use creativity
20. Encourage parent involvement within the classroom setting as well as special events
21. Provide direction to the ECD Program Assistant as needed (where applicable)

QUALIFICATIONS STATEMENT

Education and Experience:

- Child Development Worker Certificate and/ or equivalent training
- Experience working with young children

Knowledge, Skills and Abilities:

- Knowledge of the stages of physical, social, emotional and intellectual developmental needs of young children.
- Familiar with the appropriate child management policies within licensed programs
- Ability to plan and organize appropriate daily activities
- Ability to interact with students, teachers, administration, family members, visitors, government agencies/personnel under all circumstances.
- Regular to frequent requirement, and as needed, to lift children (up to 45 lbs.), including bending, stooping, stretching, squatting, pushing and pulling, and sitting and walking.
- Ability to work in a moderate to loud noise level environment.
- Intermittent physical activity including walking, standing, sitting, lifting and supporting students.
- Excellent interpersonal skills.
- Excellent verbal and written communication skills.
- High level of energy.
- High levels of patience.
- Ability to ensure all work related information is kept confidential as per policy and in accordance with Freedom of Information and Protection of Privacy Act.
- Ability to comply with records management practices as stated in the Records Management Policy.

A Criminal Records Check, Vulnerable Sector Search and Child Welfare Check are required for this position.

Core Competencies:

- Accountability
- Problem Solving
- Teamwork
- Customer-Service Orientation
- Interpersonal Skills
- Communication
- Confidentiality
- Record Keeping

Training Matrix:

- Workplace Violence Prevention
- FOIP General Awareness Training
- Staff Intranet
- WHMIS
- Hazard Identification, Assessment & Control
- Defensive Driving
- First Aid including AED
- Criminal Record Check
- Child and Youth Intervention Records Check (CYIM)
- Fire Extinguisher training (preferred)

JOB DESCRIPTION CERTIFICATION:

I have read this job description:

Incumbent's Signature

Name (print)

Date

This job description is an accurate statement of the position's assigned duties, responsibilities, and reporting relationships.

Supervisor's Signature

Name (print)

Date

This Job Description is in the appropriate format and contains sufficient data for its evaluation in the County Job Evaluation Plan:

HR Manager's Signature

Name (print)

Date