



Relief Early Childhood Professional

Union Position, \$20.51/hour

The Calgary Women's Emergency Shelter is looking for an individual that believes change is possible, and will thrive in an environment that nurtures families impacted by violence and abuse. Working in a culture of respect and trust together we will build healthy families in our community. We strive to be leaders in our field and believe together we can make a difference.

The Children's Activity Centre is open from Monday to Friday, 8:30 am to 8:00 pm and on Saturday from 8:30 am to 4:00 pm. We are currently seeking Relief Early Childhood Professionals to work various shifts on an ad hoc and call-in basis. Shifts are Monday to Friday 8:00 am to 4:00 pm, 3:30 pm to 8:30 pm and Saturdays 8:00 am to 4:00 pm. We are specifically looking for professionals who are able to work during the weekday.

Duties and Responsibilities

You've likely heard it said that children are the world's most valuable resource. In the role of a Relief Early Childhood Professional you will have the opportunity to provide children ages 0-14 years with the support they need.

As part of the Shelter and our community programs you will be responsible for planning, implementing, and scheduling organized activities while you are supporting the children's emotional and social behavior. These activities may include making crafts, outdoor play, and healthy activities. You will work with your team to ensure each child's needs are met while maintaining confidential reports and records as required. In this role you will also be responsible for maintaining positive relationships with the children's caregivers as they visit the Children's Activity Centre. You will make a difference in the life of a child.

Skills and Qualifications

- Level 3 Early Childhood Educator is preferred.
- A minimum of 2 years' previous experience working with children exposed to violence is required.
- Experience in any of the following areas would be an asset: family violence, child & family services, homelessness, or addictions/mental health issues.
- Discretion, tact, and the ability to maintain confidentiality to safeguard clients is a necessity.
- Team work philosophy of collaboration and cooperation is required as it is necessary to coordinate the involvement of other colleagues on the team and throughout the agency.
- Self-motivated with strong self-management ability is essential.
- Strong communication skills (oral and written) in English. A second language would be an asset.
- Demonstrated effective and engaging interpersonal skills.
- Strong organizational skills with strengths in prioritization and efficiencies.
- Able to multi-task and adapt to various situations.
- Ability to think creatively and resolve problems efficiently and effectively.

Other Information

- A flexible work schedule is essential, with the ability to work a variety of weekday and weekend shifts. Priority will be given to those that are able to work on weekdays.
- Ongoing training and development is a required condition of this position.
- CPR, First Aid, and ASSIST certification is required.
- A criminal records search and an intervention record check are conditions of employment.
- In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents of Canada.

TO APPLY: Please submit your resume and cover letter via Reachire <http://reachire.ca/index.php>.

CLOSE DATE: Review of applications begins on **February 23, 2018**. The position will remain open until filled.

The Calgary Women's Emergency Shelter is committed to diversity and inclusion within its workforce, and encourages qualified candidates from all genders, religious, ethnic and social backgrounds to apply.

**We thank all candidates for their interest, only those selected for an interview will be contacted.
We regret that we are unable to accept telephone inquiries.**