

# Support Worker: Early Years Program

(INTERNAL/EXTERNAL POSTING)



---

Inuuqatigiit Centre for Inuit Children, Youth & Families is a multi service non-profit organization serving Inuit children, youth, and their families, dedicated to providing cultural, educational, and support services in a caring, respectful, and collaborative environment that fosters strong and proud Inuit children and families.

<b>Position #</b>	2024-129
<b>Position Title</b>	Support Worker: Early Years Program
<b>Posting Date</b>	August 2, 2024
<b>Start Date</b>	ASAP
<b>Hours</b>	Monday-Friday
<b>Position Status</b>	Contract from September 2024- September 2025, with possibility of extension based on fundings.
<b>Salary Range</b>	Inuuqatigiit Centre offers a competitive wage and benefits.

---

## POSITION SUMMARY

Under the supervision of the Early Years Supervisor and the support of the Manager of Early Years the Support Worker plans and delivers a high quality and culturally-based Early Years program.

## KEY DUTIES AND RESPONSIBILITIES

- Assess children's skills and learning requirements
- Design Individualized Educational Plans (IEPs)
- Collaborate with parents and school staff to track students' progress
- Adapt learning materials to students' needs
- Keep track of and reflect on students' progress
- Find engaging activities to teach skills
- Inform parents about their children's performance
- Mentor other professionals who work with child
- Provide a stimulating, caring and culturally appropriate early learning environment for child with special needs
- Assist child with physical needs, such as, walking and toileting etc.
- Share in the responsibility for planning, preparing, and implementing curriculum to foster development in all developmental domains using a variety of group and individual activities
- Recognize and respond to the needs of each child by using developmentally appropriate teaching and child behaviour guidance and strategies
- Participate fully and consistently as a team member in caring for the children and in the overall operation of the program
- Complete weekly program and outdoor plans to be posted in the classroom
- Be familiar with and follow the Early Years annual workplans and IQ Principles
- Be familiar with How Does Learning Happen document

- Observe, monitor, and track child's progress and development in accordance with learning goals the program and Inuuqatigiit Centre's policies and procedures
- Monitor health, safety, and well-being of children
- Responsible for the constant supervision, safety, and well-being of children in Early Years programs
- Document and assess child's development
- Understand and adhere to all regulations of the Early Learning and Child Care Act (e.g. child/staff ratios)
- Comply with all recording and reporting requirements outlined in Inuuqatigiit Centre's Early Years Policies & Procedures (e.g. daily log, incident reports, medication administration)
- Maintain program equipment in good repair and share responsibility for hygiene
- Sanitize toys as required, as outlined in policies and procedures.

### **ACCOUNTABILITY**

- Accountable for the well-being of children and staff
- Adhere to Inuuqatigiit Centre's Early Years Policy and Procedures
- Keeps child, parent, family related information confidential at all times
- Demonstrates effective time management skills.

### **ENVIRONMENTAL FACTORS**

- Must demonstrate stress resistance and stamina in caring for young children
- Regular physical activity associated with program activities
- Possible stress related to safety and security of children, program delivery and communications with parents
- Must have physical ability to access multi-story building and playground while taking care of children.
- Work regular and consistent weekly hours of work
- May be required to work evening and weekend hours for programming and community events
- Ensure personal safety precautions are observed at all times

### **SKILLS AND KNOWLEDGE**

- Inuit descent preferred
- Fluency in Inuktitut an asset
- Knowledge of the needs of Inuit children and families
- Knowledge of Inuit Qaujimagatuqangit, culture, and practices
- Good knowledge of current special education topics and methodologies
- Ability to create IEPs
- Excellent interpersonal and communication skills
- Knowledge of How Does Learning Happen document
- Ability to provide fun, interactive and engaging programming in a warm and supportive manner

## **QUALIFICATIONS & REQUIREMENTS**

- Must have experience or familiarity with sign language and Braille.
- Developmental Services Worker/Special needs diploma  
or
- Early Childhood Education (ECE) diploma
- Registration with the Ontario College of ECE
- Minimum one-year experience working with children with special needs
- Ability to work in a collaborative staff team environment
- Ability to function effectively in a high stress, high noise environment

**Please apply with a cover letter and up-to-date resume to:** Human Resources Department at [jobs@inuuqatigiit.ca](mailto:jobs@inuuqatigiit.ca)

***Note that accommodation is available for applicants with disabilities throughout the recruitment process. If you require specific accommodation, please contact the HR Department through the contact information provided above, so that we can make suitable arrangements with you.***

***When two equally qualified candidates are considered for the same position, preference will be given to the candidate of Inuit descent.***

***We thank all who apply for this position. Only those applicants selected for an interview will be contacted.***

