

Job title: Children's Education Facilitator

Reports to: Director, Programs & Services

Category: Contract (until March 31, 2022), Full-Time

Start Date: Immediately

Hours & Compensation: 35 hours/week, \$35.00/hour (\$63,700.00/year) *OPSEU Bargaining Unit: No Opportunity for Health Benefits from Start Date*

About Us and Summary of the Role

Mission

North York Women's Shelter actively supports the rights of women and children to build lives free of violence by providing non-judgmental safe shelter, advocacy, and a range of programs & services including 24-hour crisis support.

Vision

Our vision is to create a community characterized by gender equality where women and their children feel empowered and safe, and all services are provided according to the NYWS's Trauma-Informed Key Principles.

Purpose

The Children's Education Facilitator is responsible for providing education support, tutoring consistent structured recreational program, which meets the developmental needs of children in the shelter; and responsible for advocating parents and children through school special needs accommodation process.

Accountabilities and Responsibilities:

- Provide age-appropriate activities that meet the needs of children daily.
- Organize activities during school breaks and during summer.
- Provides instruction that encourages or supports intellectual growth.
- Work with Women's Counsellors to identify areas where children need additional support
- Provide child minding support to residents during groups and weekly meetings.
- Ensure the programming reflects the cultural and diverse needs of the children.
- Encourage both academic and character growth by ensuring children are able to build relationships with others, while developing self-regulation and problem-solving skills through play and inquiry based learning.
- Engage in positive interaction with children to build confidence and self-esteem.
- Design and follow a full schedule of activities and discover suitable teaching material
- Use a wide range of teaching methods (stories, media, indoor/outdoor games etc) to enhance the child's abilities
- Model and encourage good social skills, e.g., strong communication and conflict-resolution skills.
- Address inappropriate children behaviour in a positive manner
- Communicate information from a bias-free, multicultural perspective
- Monitor and report safety concerns to Director of Program and Services
- Determines supplies and equipment needed for the classroom/home school program
- empower and educate parents; help them formulate appropriate IEP goals, accommodations, modifications, behavior plans, and identify appropriate related services such as Speech and Language, Occupational Therapy, Assistive Technology, Adaptive PE, and aide support as appropriate
- Actively participates with children during outdoor play.
- Maintain statistical information and resources as required.
- Participate in agency programs when required

Key Performance Indicators

Continuous Improvement/Training (PD participation)

- Training and Capacity building Initiatives (Attain and Maintain necessary certifications/qualifications i.e., Participate in minimum of 4 online learnings/Trainings Annually)
- Adhere to health and safety requirements (First Aid/CPR certificates must be always valid) and also participate in refresher learnings
- Seek out trainings that increase own capacity to add value to the organization and apply it to improve teaching practices

Team Collaboration

- Build positive relationships with colleagues/team members/parents
- Ensure Knowledge sharing and collaboration
- Models and promotes the joy of learning

Data Management

- Timely submission of stats on number of children and activities

Administration and Commitment to Trauma-Informed Principles

- Identify resources that maintain or improve general department/organisation standards and practices
- Maintaining communication that is consistent, open, respectful, and compassionate
- Timely budgeting and request of supplies needed for tutoring

Alignment with Mission, Vision, Values

- Exceptional stakeholder service: Deliver a high-quality service experience across all interactions by being always connected and responsive to clients, colleagues, etc. (Not less than 48 hours)
- Drive quality assurance and commitment across the organization.

Functional Competencies, Skills, and Experience

- Early Childhood Education (ECE) diploma or equivalent
- Related work experience with children
- Knowledge of community services and resources and how to access them
- Knowledge of Harm Reduction philosophy and practice
- Excellent knowledge of child development and up-to-date education methods
- Methodical and creative
- Demonstrated written/oral communication skills
- Ability to work well under pressure and in crisis situations
- Demonstrated organization and planning skills
- Strong knowledge and experience with harm reduction, anti-racist/anti-oppression strategies and trauma informed practice.
- Current CPR and First Aid training
- Satisfactory Vulnerable Sector Checks (PVSC)
- High degree of confidentiality and discretion.

Physical Requirements

- Ability to wear Personal Protective Equipment and adhere to COVID-19 infection prevention principles
- Able to lift up to and including 30lbs. Walking, standing, bending, stooping, reaching, twisting, lifting, pushing, pulling, and moving items is occasionally required.
- Exposure to illnesses such as cold and influenza on a weekly basis
- Exposed to loud sounds and high noise levels on a weekly basis.
- Exposure to external threats (abusive partners)
- As employees of an organization committed to harm-reduction, exposure to women who may be under the influence of substances including, but not limited to cannabis.
- Exposure to pets on a regular basis

Application

Email resumé and cover letter to careers@nyws.ca with subject 'CEF 2021' **by 5:00pm on November 30, 2021.**

In accordance with our feminist, anti-racist and anti-oppressive framework, NYWS is committed to the development of an organization that reflects the communities that we serve.

We actively encourage applications from members of groups with historical and/or current barriers to equity.

Position vacant until filled.

Potential candidates will be contacted. We respectfully ask no phone calls, and any made will not be returned.