



Calgary Immigrant Women's Association is a not for profit Immigrant Serving Agency established in 1982. CIWA's Mission is to engage and integrate all immigrant women and their families in the community. We are seeking an individual who shares our values of Integrity, Equity, Inclusiveness, Innovation and Leadership.

Empower Immigrant Women. Enrich Canadian Society.

**Early Childhood Educator (Level 3)
Full time - 37.5 hours per week
Competitive salary and benefits package**

The Early Childhood Educator is accountable to the Childcare Coordinator and the Department Manager and is responsible for efficient and effective implementation of childcare activities in accordance with the National Childcare Standards, which ensures quality childcare programming to all services of the Calgary Immigrant Women's Association. This position is responsible for planning and delivering developmentally appropriate activities for children with mild to moderate disabilities.

DUTIES AND RESPONSIBILITIES

- Provide expertise in the development and management of childcare activities for children aged 6 months to 6 years old
- Develop session plans and prepare activities which foster early learning strategies to promote social, emotional, cognitive and physical development
- Implement and support a variety of age appropriate activities including structured play, music, art, reading, fine and gross motor activities
- Implement activities which are comparable to the high standard of service provided in CIWA's adult programs
- Provide proper management of CIWA's Childcare resources – all resources will be purchased through the department manager and CIWA's purchasing system
- Compile evaluations for the program in general, including Ages and Stages Questionnaire, parent surveys, child evaluations etc.
- In conjunction with the language training and childcare department manager and team leader, and with feedback from community stakeholders, make the necessary modifications to program delivery for best practices
- Complete administrative work including monthly reports and database entries
- Collaborate with other team members to complete projects and enhance programming
- Attend and participate in CIWA events
- Other duties as assigned by the Department Manager including requests for additional paid hours on a temporary basis when needed

STANDARDS OF PERFORMANCE

- Ensure that professional approach is aligned with CIWA values
- Maintain a positive working relationship with all staff and volunteers of CIWA
- Maintain a positive image and professional work habits and represent CIWA in a professional manner
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality at all times
- Demonstrate a high level of administrative and IT capacity

QUALIFICATIONS

- Level 3 Early Childhood Educator certification required
- Current Security Clearance by the City of Calgary Police Department
- Current Alberta Children's Services Intervention Record Check
- Current First Aid and CPR Certification
- Proof of up to date Tetanus vaccination and TB test
- Canadian Language Benchmarks 5 or higher, particularly in listening and speaking
- Understanding of early childhood development theories and practices
- Cultural awareness and sensitivity in dealing with an immigrant population
- Computer literacy including Microsoft office
- Strong teamwork skills
- Second language an asset

Pre-employment requirement: Successful candidate must clear Police Check including Vulnerable Sector Check.

If you are looking for a rewarding career in an environment that is collaborative, innovative and supportive, please forward your cover letter and resume to:

Human Resources

Calgary Immigrant Women's Association
Suite 200, 138 - 4th Avenue SE
Calgary Alberta T2G 4Z6
Fax: 403.264.3914
Email: careers@ciwa-online.com

The Calgary Immigrant Women's Association is an equal opportunity employer and actively seeks candidates from diverse backgrounds. We thank all interested candidates in advance but only those selected for an interview will be contacted.