

**Childminder
Casual
Job ID 20-020NCFRC**

**Are you looking to make a difference in your community?
Join the Norwood team and start making a difference today!**

Norwood Child and Family Resource Centre is an Edmonton based non-profit organization that has been supporting children and families since 1963, with a vision of Healthy Children, Healthy Families, Healthy Communities. Our programs and services are designed to strengthen and enrich families with children birth - 6 years old. Early childhood experiences are aimed at fostering optimal child development and healthy parent-child attachment. Parent education opportunities are created to support building the capacity of families. Family support services are provided to support families as the child's first and most important teacher. Information and referral is a key practice in supporting families to grow and learn within their own communities. Programs are delivered using a holistic approach to support the social, emotional, intellectual, language, physical and creative needs of children and families in the community. For more information, visit <https://www.norwoodcentre.com>.

Norwood provides the following:

- Strong focus on employee wellness and work-life balance
- Supportive training
- A compassionate team environment

The Childminder supports program delivery through ensuring quality engagement with children, preparing activities and providing close supervision of children birth through twelve years. This position may have the option to provide receptionist duties in the future; if this happens, training will be provided.

This position requires a flexible work schedule that includes occasional evenings and weekends as scheduled to meet the needs of families.

Norwood staff are guided by the following Team Charter: (SPIRIT)

- **Support** - We utilize one another's strengths to take on challenges and opportunities using positive communication, collaboration, and compassion.
- **Passion** - We have the energy, attitude, and enthusiasm to be fully committed and engaged in our work with each other.
- **Integrity** - We are honest, trustworthy, transparent, and accountable with each other.
- **Respect** - We accept others without judgment and recognize that every individual is a person of value.
- **Inclusivity** - We celebrate diversity and welcome people of all abilities, backgrounds, cultures, and perspectives.
- **Team** - We are all one group working towards improved outcomes for children and families.

If you share our values and support our mission and vision please consider joining our team.

Reporting to the Evaluation and Agency Support Manager, the Childminder is responsible for the following:

- Providing child care for Norwood programming, Agency Groups and Events
- Planning and implementing of activities based on ages of children
- Communicating with parents and other staff regarding children in child care
- Additional duties include supporting staff in the preparation and cleanup of activities and program space

The ideal candidate will possess the following qualifications:

- Minimum of 6 months experience in child-care and/or babysitting
- Willing to work in different program areas and locations based on the needs of the organization
- Valid driver's license with access to a reliable vehicle
- A current First Aid Certification (Childcare First Aid considered an asset)
- Criminal Record Check and Child Welfare Intervention Record Check (*findings will be reviewed on a case-by-case basis*)

The wage for this role is \$17.46 per hour.

Norwood Centre is closed for 1 week at Spring Break and 2 weeks at Christmas.

Norwood Child and Family Resource Centre values diversity and welcomes applications from First Nation, Inuit, Métis, New Canadian, racialized, differently abled and LGBTQ2S communities.

To apply for this opportunity, please submit your résumé and cover letter to: hr@careersforcommunity.ca

Please state in the cover letter how you align with the Norwood Team Charter and how you heard about the position.

Please include Casual Childminder Job ID Number: 20-020NCFRC in the Subject Line of the email.

Closing Deadline: Until Suitable Candidate is Found

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

COVID-19 vaccinations are mandatory for all Norwood staff and practicum students. Successful candidates will be required to provide proof of their COVID-19 vaccination prior to their start date. If you are the successful candidate and cannot be fully vaccinated on the basis of a protected ground under human rights legislation, you may request an accommodation that will be reviewed by the agency.

Immunization against COVID-19 is the most effective means to prevent the spread of COVID-19, to protect the children and families we serve, our workers, and the public; to prevent outbreaks at the Agency; and to preserve workforce capacity. This policy strengthens work Norwood has done throughout the pandemic to keep our staff and participants safe (i.e. distancing, hand hygiene, infectious disease protocols, PPE use, masking, and staff education).