

## Supply Staff

Little Lambs Daycare – Strathroy, ON



### Job Description:

- Assist in the supervision of children while in program, encouraging positive feelings of self esteem.
- Appreciate the differences of each child and respond appropriately to his/her individual needs.
- Work cooperatively as a team player with students, volunteers, staff members and community agencies.
- Responds to in-person inquiries from parents and caregivers, directing them to qualified staff.
- Implement assigned activities following the Daily Program Plan as directed by a staff member.
- General housekeeping duties (i.e. sweeping, vacuuming, mopping, laundry, pet care/maintenance, etc.)
- Adhere to all policies of the Little Lambs Daycare Centre as set out in the Policy and Procedure Manual and sign off on all policies that are applicable to the position.
- Conduct oneself in a professional manner that is in keeping with the Organization's policies, mission, vision and values.
- Maintain health and infection practices and policies.
- Administer first aid and attend to child's minor ailments.
- Assist staff in maintaining daily log books as required.
- Maintain confidentiality of all information related to the program, children, parents and families.

### Qualifications/Requirements:

- Minimum of a 2 year Early Childhood Diploma (ECE) and a member in good standing with the College of Early Childhood Educators or equivalent is an asset, **but not required**
- Current First Aid CPR + Standard C certification.
- Current CRC – Vulnerable Sector Screening, not later than 6 months
- Updated Immunizations with TB Test
- Experience working with children is an asset.