## University of Victoria
### Cupe Local 951 Position Description

<table>
<thead>
<tr>
<th>JOB: Infant-Toddler/Early Childhood Educator Relief Staff</th>
<th>TITLE: ECE Float</th>
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<tbody>
<tr>
<td>DEPARTMENT: DAYC Child Care Services</td>
<td>POSITION NO: 992682</td>
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<tr>
<td>SUPERVISOR: Child Care Services Manager</td>
<td>LAST UPDATED: 9 February 2016</td>
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### SUMMARY:

University of Victoria Child Care Services provides safe, high quality child care to the Uvic community for children from infancy to 12 years of age. Uvic child care centres operate from Monday to Friday, 8:00 a.m. – 5:30 p.m from three different locations on Uvic campus.

Under general supervision from the ECE Supervisors, UVic early childhood educators (ECEs) provide care and education to children who are enrolled in UVic Child Care programs. The staff develop and maintain respectful working relationships with other staff members, students, parents and other clients of the service.

The ECE Float will work under the direct supervision of centre supervisors to provide full-time relief staffing when regular child care staff are absent. It is anticipated that the ECE Float will work primarily in our infant care program, however, s/he will also provide relief staffing in our toddler and 3 – 5 year old programs when not required in the infant program.

The ECE Float must be highly flexible as shift times and the centre the ECE Float is working in may change with little prior notice.

In addition to the requirement that candidates be immunized (per the childhood schedule), must also possess sufficient stamina for full-time work in a busy infant centre; position is physically demanding and includes repetitive lifting of children (up to 20 kg), lifting with weight, crouching, bending, standing, outdoor play, and sitting on floor.

### MAJOR RESPONSIBILITES AND DUTIES: (In order of importance to a maximum of 8)

| 1. Responsibility: Providing nurturing care and and early learning to children from infancy to age 5 years. |
| Duties: |
| • Works under the direction of the child care centre supervisor, or continuing staff members, to implement the BC Early Learning Framework--providing nurturing, inclusive, attuned and professional care to the children of UVIC Child Care Services, and meeting children’s needs for: 1) well-being and |
belonging, 2) exploration and creativity, 3) languages and literacies, 4) social responsibility and diversity;

- Under the direction of the centre supervisor or continuing staff, provides outdoor and indoor play experiences for children, balancing the needs for active/quiet play, and group/individual play, in accordance with the pedagogy of the particular centre;
- Builds positive relationships with children;
- Builds positive relationships with children’s family members, while being sensitive to the boundaries of the float position (i.e. deferring to continuing staff members to discuss children’s development with parents/guardians);
- Provides responsive care for children needs including diapering and feeding of infants and toddlers;
- Establishes positive and supportive working relationships with other staff through respectful and sensitive communication;
- Maintains confidentiality and privacy of all information related to the centre, the children, their families, and staff;
- Helps to maintain a tidy, orderly and clean environment at the centre—assisting staff with laundry, cleaning of tables, play materials, dishes, sweeping, etc., as needed.
- Under the direction of the centre supervisor, may be asked to participate in creating pedagogical narrations.

2. Responsibility: Safeguarding the Health and Safety of Children

Duties:
- Follows established practices and procedures to safeguard health and safety, including complying with the Community Care and Assisted Living Act, Child Care Licensing Regulations and UVIC Child Care Services policies.
- Responds to illness and injuries, providing safety oriented first-aid care to children when needed.

REQUIRED QUALIFICATIONS:

Skills:
- Ability to build strong relationships quickly with children, parents/guardians, and colleagues;
- Ability to contribute to creative programming and setting up suitable environments for young children—offering critical reflections on practice and self;
- Possesses positive guidance skills with children, based on strong attunement to children’s emotions, thoughts and intentions;
- Ability to communicate skillfully and sensitively with children and their parents, and other clients or stakeholders.
- Excellent communication skills, including an ability to address and resolve conflict with colleagues positively and helping to build a collaborative environment;
- Ability to work effectively in a team-teaching environment, sensitive to the boundaries of the float position;
- Ability to adapt to changing circumstances, priorities and to handle emergencies skillfully and calmly;
- Strong desire to work in infant care, enthusiastic and energetic;
- Openness to feedback and learning, with an ability to critically self-reflect and adjust.
**Specialized Knowledge/Education: MUST possess the following:**

- **Early Childhood Education Basic and Infant/ Toddler Education Diploma** from an Educational Institution recognized by the Community Care Facilities Branch;
- **Current ECE/Infant-Toddler Educator certificate from the BC ECE Registry**;
- Current child safety first-aid certificate;
- Record of immunization (must have received childhood immunizations);
- Current physician’s letter of mental and physical health suitable to be employed working with children;
- In accordance with the BC Criminal Record Review Act, must provide a current, cleared criminal record check.

**Experience:** Entry level opportunity. Equivalent combinations of training, education and/or experience will be considered.

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<th>Employee’s Signature:</th>
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<td>Supervisor’s Signature:</td>
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