



10714 106<sup>th</sup> Avenue  
Fort St. John, B.C  
V1J 2M8

Phone: (250) 785-3200  
Fax: (250) 785-3202

E-mail: info@cdcfj.ca

CC: Susan Cross (HSA Steward)  
Payroll

## CHILD DEVELOPMENT CENTRE OF FORT ST. JOHN JOB DESCRIPTION

**JOB TITLE:** Supported Child Care Worker, 81301

**JOB SUMMARY:** Under the direction of the Supported Child Development Consultant/Supervisor, the Supported Child Care Worker will provide the extra staffing support to the child care centre in order for children with extra support needs to fully participate in the child care setting chosen by their families. The Support Worker works as a team member with the childcare setting staff and with all the children and families providing general support to the whole program to ensure effective inclusion of the children.

**CLASSIFICATION / PAY LEVEL:** HSA Community Subsector Agreement  
Benchmark Number: 81301  
Benchmark Title: Supported Child Care Worker  
Grid Level - 8

**SUPERVISOR:** Supported Child Development Program Consultant/Supervisor

### SKILLS AND ABILITIES:

- Ability to communicate effectively, both verbally and in writing
- Ability to work independently and in cooperation with others
- Ability to operate related equipment
- Ability to organize and prioritize
- Knowledge of child development

### QUALIFICATIONS:

- Completion of Grade 12
- Completion of one early childhood education course and / or completion of a child and youth related course, or equivalent combination of education, training and experience
- Completion of basic level First Aid and CPR.
- Must hold a valid Class 5 Driver's license and have a reliable vehicle for work use



10714 106<sup>th</sup> Avenue  
Fort St. John, B.C  
V1J 2M8

Phone: (250) 785-3200  
Fax: (250) 785-3202

E-mail: [Info@cdcfsj.ca](mailto:Info@cdcfsj.ca)

## **FUNCTIONS:**

1. Work as a team member in the child care setting to plan and implement strategies, activities and experiences to meet goals and objectives in keeping with the child's Individualized Service Plan
2. Includes culturally appropriate experiences that support and promote all children in the setting
3. Assists in providing an environment to stimulate the physical, intellectual, speech-language, social, and emotional development of children enrolled in the child care setting by working collaboratively and cooperatively with other staff, therapists, and colleagues. Promotes the involvement of the children in all of the daily routines and activities. Ensures safety of children in the program.
4. Contributes to the development of Individualized Service Plans in conjunction with families and team members. Monitors and evaluates ISP regularly and makes adjustments as required with consultation of above individuals.
5. Provides assistance with children's personal care including diapering, toileting, dressing, and eating and encourages the development of self-care skills.
6. Communicates relevant information to other team members.
7. Communicates with parents/guardians regarding children's participation, including both successes and difficulties. This communication may be verbal or may involve use of written information such as a communication book.
8. Documents the child's progress according to program guidelines.
9. Submits time sheets, expense sheets, leave requests, statistical information, and other records as required.
10. Assists the SCDP Consultant with the transition to/from various program (such as Kindergarten).
11. Performs other related duties and tasks as required based on the specific needs of the family, the program and the community.