



## **JOB DESCRIPTION**

**JOB TITLE** CNC Worker 1 (formerly Childminder)  
**JOB GROUP** 4222 D  
**DEPARTMENT** G.A. Wheable Centre, Adult, Alternative and Continuing Education  
**SUPERVISOR** Coordinator, ESL

### **POSITION SUMMARY**

Reporting to the Coordinator, ESL, the CNC Worker 1 provides child care programs to infants and children whose parents are attending language-development programs on-site. The CNC Worker 1 complies with the expectations of the role as stipulated in the requirements from the funding body and TVDSB policies and guidelines.

### **DUTIES AND RESPONSIBILITIES**

- Develop culturally and developmentally appropriate programs for children 6 months to five years of age
- Take care to ensure that facility meets all regulations for health and safety of children and is set-up appropriately on a daily basis
- Supervise children at all times
- Deal appropriately with behaviour issues of children according to policies and guidelines
- Communicate with parents and respond with sensitivity to their needs
- Inform Care for New Comer Children Lead of issues that require action or reporting to the Coordinator
- Prepare snacks that meet nutritional and food safety guidelines, attending to allergies and dietary restrictions
- Conduct daily health checks of children
- Report suspected abuse of children to CAS or other authority
- Ensure outdoor play area, toys and other materials are safe by inspecting daily
- Assume housekeeping responsibilities such a laundry, dishes, etc.
- Participate in monthly fire drill
- Use appropriate reporting documents for documenting accidents and/or child abuse
- Maintain current First Aid and CPR certification

### **EDUCATION**

Completion of OSSD or equivalent.

### **EXPERIENCE**

A minimum of one year experience in a related field of work.