



## **Job Description**

### **Daycare Inclusion Support Worker**

*RFCS is committed to an inclusive workplace where everyone is treated with respect, dignity, and fairness. We advocate for underrepresented groups, including the LGBTQ2S+ community, Indigenous peoples, linguistic minorities, persons with disabilities, women, youth, older workers, newcomers, and all visible minorities. We acknowledge that diverse employees bring enriching experience-based knowledge to the workplace and our services.*

**Position:** Inclusion Support Worker  
**Hours:** 8:30 – 12:30 Monday - Friday  
**Supervisor:** Day Care Supervisor

#### **Job Responsibilities:**

1. To support and facilitate inclusion of children in the daycare
  2. To establish positive and cooperative working relationships with parents and their children
  3. Participate as Rural Frontenac Community Services team member
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- 1. To support and facilitate inclusion of children**
    - a. To follow the policies and program statement of the day care
    - b. To operate according to the CCYEA legislative requirements and the City of Kingston
    - c. To follow How Does Learning Happen- Pedagogy approach for learning
    - d. To participate in supervision meetings with the Daycare Supervisor
    - e. To maintain all agency, program and statistical records as required
  - 2. To establish positive and cooperative working relationships with parents and their children**
    - a. To communicate with parents regarding their child's day
    - b. To update and inform all staff of parent comments through the communication log book
    - c. To respond to parents concerns and follow up with the Supervisor as required
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- 2. Participate as Rural Frontenac Community Services team member**
    - a) To support the staff team, full and part time staff, supply staff and volunteers
    - b) Assume responsibility for ongoing professional development
    - c) Attend meetings; training; agency functions as required
    - d) Role model professional behaviour and positive communication with participants, volunteers, affiliates and community members
    - e) Promote culture of health and safety

#### **Qualifications and Experience:**

- Experience working with children with identified need, or related field and/or equivalent training and experience
- Knowledge of strategies designed to promote inclusive environments and curriculum

#### **Knowledge and Skills:**

- Sensitivity and responsiveness to the needs of children, parents and their families
- Enthusiasm and interest in working with young children
- Ability to work independently, within a team and able to take direction from staff
- Reliable and dependable
- Excellent communication skills – written, oral, listening and non-verbal

- Exercise sound judgement and accommodated competing demands
- Healthy and able to meet the physical demands of working with young children

**Requirements:**

- RECE or Diploma/Degree in a child related field is an asset
- Experience working with children and special needs
- Current CPR C and Standard First Aid
- Criminal/VSC Check
- Up to date immunization record