

**MUNICIPALITY OF HURON EAST
JOB DESCRIPTION**

POSITION TITLE:	Daycare Support Person	
Department:	Daycare	
Reports to (Title)	Supervisor of Vanastra Early Childcare Learning Centre	
Job Description last updated on (Date):	April 28, 2025	

POSITION DETAILS	
Position Status (full-time/part-time/seasonal)	Full-Time and Part Time
Primary Work Location	Vanastra Early Childhood Learning Centre
Pay Method (salary/hourly)	Hourly
Normal Workweek (# of hours)	Full-Time = 40 hours / week Part-Time = up to 25 hours per week
Overtime Status (paid/unpaid/rate/after x# hours)	Full-time = Time in lieu after 40 hours Part-Time = paid after 44 hours per week
Benefits:	OMERS? YES Group Benefits? YES for Full-Time/NO for Part-Time

GENERAL DESCRIPTION (OVERVIEW) OF POSITION	
To provide direct supervision of children in a safe, nurturing, inclusive, diverse and socially competent, and developmentally enriching environment through the implementation of planned programming.	
1.	Scope of position
<ul style="list-style-type: none"> i. Executes the programs and activities of the Centre through observation and scaffolding. ii. Adheres to Centre and Legislative policies and procedures to ensure the safety of the children and coworkers. iii. Reports specific health concerns, accidents or occurrences to the Manager for further consultation. 	

2.	Key Responsibilities
<ul style="list-style-type: none"> i. Provide direct supervision of children; ensure proper staff-child ratio is maintained at all times. ii. . iii. Complete all required forms set out by the Centre and governing bodies. iv. Ensure that the child's environment is healthy, safe, and welcoming at all times. v. Ensure the children are dressed appropriately for indoor and outdoor activities, including sun protection, clothing and accessories. 	

- vi. Maintain cleanliness of classroom through regular tidying and sanitation of toys.
- vii. Support children with hygiene routines (ie. diapering, toileting, handwashing, wiping noses etc.), proper eating techniques, and dressing.
- viii. Be aware of children’s dietary needs, any allergies or medical conditions and have knowledge on how to properly care for the child in case of emergency.
- ix. Identify and refer children with specific health, behavioural challenges to the Manager for further consultation.
- x. Maintain confidentiality of all information related to the children, their parents/guardians and other staff.
- xi. Communicate effectively and professionally with children, parents/guardians, other staff, and agency professionals.
- xii. Work cooperatively with team members to ensure necessary workflow and coverage.
- xiii. Provide backup and support to other staff in the Centre as necessary.
- xiv. Remain up to date on and adhere to policies and procedures.
- xv. Ensure work is performed in a safe manner according to health and safety guidelines and procedure.
- xvi. Assist with the ongoing operation of the Centre by following daycare licensing requirements and attending regular staff meetings and professional development days as required.
- xvii. Performs other related duties as assigned.

SECTION A: SKILLS

1.	Knowledge
a)	Education – minimum education required (e.g.: High School, College Diploma, University Degree, Certificate, etc.)
	<ul style="list-style-type: none"> • Minimum High School Diploma •
b)	Formal Training (designation(s) or certification(s)) required:
	<ul style="list-style-type: none"> • Current First Aid and CPR-C • Must present a clear Criminal Background and Vulnerable Sector Check • Must have up to date Immunization and Health Assessment as per the local Ministry of Health • Must maintain clear Vulnerable Sector Reference Check
c)	Experience - Minimum number of years of related work experience necessary to achieve proficiency on the job.
	<ul style="list-style-type: none"> • Experience working with children is considered an asset. • Demonstrated knowledge of relevant legislation, licensing and regulations. • Must be able to attend Professional Development Days as required. • Must be competent within the meaning of the Occupational Health & Safety Act with a thorough knowledge and understanding of Health and Safety standards governing the Municipality. • Must ensure a high level of confidentiality and professionalism at all times.
d)	Other key skills necessary to achieve proficiency on the job. Examples: time management, organizational skills, leadership, computer knowledge,

	knowledge of local by-laws, knowledge of municipal statute, knowledge of Ontario Statute, certain licenses, ability to handle certain equipment, dexterity with hands
Time Management	Teamwork
Leadership	Confidentiality
Computer knowledge/skills	Communication skills (written & oral)
Customer Service Skills	Conflict resolution
Knowledge of statutes: Provincial regulations	Presentation Skills

2.	Decision Making – judgment, problem solving, creativity, initiative and analysis. Describe the following:
	<ul style="list-style-type: none"> • Decisions are to be referred to Manager. • A high level of confidentiality is required at all times.

3.	Communication – written, verbal and interpersonal
	a. Excellent interpersonal and communication skills are essential
a)	Internal contacts (council, managers, non management staff)
	CAO, CSD, and staff
b)	External Contacts (general public, suppliers, government, professionals, boards, etc)
	General public, suppliers, government, professionals, ministry contacts, and boards.
	Nature of the communication:
	<ul style="list-style-type: none"> • Communicates frequently with Manager, children, coworkers and parents/guardians, building and maintaining positive relationships. • Communication of complex information, and communicating with difficult people and situations can occur.

SECTION B: EFFORT

1.	Mental Effort – concentration and attention, complexity and analysis required and mental fatigue.
	<ul style="list-style-type: none"> • Concentration required at all times. • Some complexity to work, analysis and problem solving. • High level of confidentiality at all times.

2.	Physical & Manual Effort, manual dexterity, complexity, volume of work, sensory requirements, and physical fatigue.
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- Moderate level of physical activity including, but not limited to, lifting children, bending standing, climbing, running and walking.
- Must be able to lift up to 50lbs

SECTION C: RESPONSIBILITY

1.	Program Delivery: contact with the public, public relations, accountability, accuracy, consequence of errors, degree of independence in development/evaluation of programs/services, responsibility for policies and procedures, responsibility for planning
	<ul style="list-style-type: none"> • Performance of duties has an immediate effect on the provision of programs/services, and the safety Centre participants. • Frequent contact with the public. • High degree of responsibility for child health and safety. • Significant consequence as a result of errors
2.	Human Resources: personnel policies and procedures, supervision, health and safety, training
	<ul style="list-style-type: none"> • Expected to adhere to the policies and procedures as outlined by the Municipality, Occupational Health and Safety, and the Child Care and Early Years Act. • Expected to attend required training and Professional Development Days.
3.	Material & information resources – equipment, property, data records and software, confidentiality
	<ul style="list-style-type: none"> • Assists with storage and maintenance of material or information for the Department; informs Manager of materials that need to be ordered in a timely manner • Uses small equipment and appliances safely • Responsible for adherence and compliance to information technology security measures
4.	Financial Resources – budgets, treasury, accounting and confidentiality
	<ul style="list-style-type: none"> • Work may be of confidential nature.

SECTION D: WORKING CONDITIONS

1.	Physical surroundings and hazards
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- Works in a pleasant physical environment.
- Exposure to communicable diseases such as flu, colds etc.
- May be exposed to biohazardous materials, including bodily fluids, vomit, urine etc., requiring appropriate handling and disposal
- Minimal exposure to hazards. Minimal risk of injury.

2. Mental Environment – interruptions, dealing with public, deadlines, control of work schedule, monotony, social disruption

- Many interruptions.
- Frequent contact with the public.
- Low level of monotony;
- Normal deadline requirements;
- Frequent requirement to adjust work schedule; must have flexibility with work hours to ensure Centre staffing needs are met.

SECTION E: APPROVAL

Employee Approval	
I have reviewed the above job description and agree it is accurate and complete.	
Name	
Signature	
Date	

Supervisor Approval	
I have reviewed the above job description and agree it is accurate and complete.	
Supervisor Name	
Supervisor Signature	
Date	

Next Level of Supervision (If applicable)	
I have reviewed the above job description and agree it is accurate and complete.	
Supervisor Name	
Supervisor Signature	
Date	