

**Early Childhood Educator  
Temporary Full Time (35 hours per week)  
Maternity Leave Coverage (Until July 2024)  
Job ID 23-009NCFRC**

**Are you looking to make a difference in your community?  
Join the Norwood team and start making a difference today!**

Norwood Child and Family Resource Centre is an Edmonton based non-profit organization that has been supporting children and families since 1963, with a vision of Healthy Children, Healthy Families, Healthy Communities. Our programs and services are designed to strengthen and enrich families with children birth - 6 years old. Early childhood experiences are aimed at fostering optimal child development and healthy parent-child attachment. Parent education opportunities are created to support building the capacity of families. Family support services are provided to support families as the child's first and most important teacher. Information and referral is a key practice in supporting families to grow and learn within their own communities. Programs are delivered using a holistic approach to support the social, emotional, intellectual, language, physical and creative needs of children and families in the community. For more information, visit <https://www.norwoodcentre.com>.

**Norwood provides the following:**

- Great benefits plan
- 5 weeks of paid time off per year (1 week at Spring Break, 2 weeks at Christmas and 2 weeks vacation)
- 12 sick/personal leave days per year
- Service recognition and employee awards
- 2 staff fun/appreciation days per year
- Strong focus on employee wellness and work-life balance
- Supportive of ongoing professional development
- A compassionate team environment

The Early Childhood Educator enhances the development of children in the Parent Respite and Head Start programs by providing developmentally appropriate and interest based programming in a safe and secure environment. The Early Childhood Educator supports families receiving service through the Children's Program to enhance their knowledge and ability around positive parenting and child development. The Early Childhood Educator is responsive to the diversity of the participants served in the community.

**This position requires a flexible work schedule that includes evenings and weekends to meet the needs of the families.**

Norwood staff are guided by the following Team Charter: (SPIRIT)

- **Support** - We utilize one another's strengths to take on challenges and opportunities using positive communication, collaboration, and compassion.
- **Passion** - We have the energy, attitude, and enthusiasm to be fully committed and engaged in our work with each other.
- **Integrity** - We are honest, trustworthy, transparent, and accountable with each other.
- **Respect** - We accept others without judgment and recognize that every individual is a person of value.
- **Inclusivity** - We celebrate diversity and welcome people of all abilities, backgrounds, cultures, and perspectives.
- **Team** - We are all one group working towards improved outcomes for children and families.

If you share our values and support our mission and vision please consider joining our team.

**Reporting to the Children's Program Manager, the Early Childhood Educator is responsible for the following:**

- Planning and facilitating child centered early learning activities, in collaboration with the entire team, focused on the individual needs and interests of children, utilizing emergent curriculum and best practices
- Ensuring best practices are followed with applicable regulatory bodies and funders
- Maintaining on-going positive interactions with the children during program activities on an individual, small or large group basis
- Supporting the parent/caregiver as the child's first and most important teacher and focusing on their strengths and capabilities
- Compiling and entering necessary data and documentation into agency and collaborative data systems while maintaining accurate, timely and complete electronic and paper files
- Assessing and documenting the strengths and needs of each child using approved screening tools and developing individual goals for each child in collaboration with the family and team

**The ideal candidate will possess the following qualifications:**

- Diploma in Early Childhood Development/ Early Learning and Child Care with Level 3 Certificate
- Experience in working with children and families from diverse cultural and socio-economic backgrounds
- Experience implementing programming based on best practice within the Early Learning and Child Care
- Strong interpersonal and communication skills
- Possess a current Childcare First Aid certification
- Possess a valid driver's license and access to a reliable vehicle
- Criminal Record Check and Child Welfare Intervention Record Check (*findings will be reviewed on a case by case basis*)

**The following qualifications are considered an asset:**

- Conducting ASQ:3 and ASQ:SE:2 developmental screens with children and families
- Experience in developing and co facilitating/facilitating groups
- Training in Early Brain Development and Trauma Informed Practice

The starting hourly range for this role is \$25.48-\$28.67 per hour (\$46,373-\$52,179 per year) based on a 35-hour week.

Norwood Child and Family Resource Centre values diversity and welcomes applications from First Nation, Inuit, Métis, New Canadian, racialized, differently abled and 2SLGBTQIA+ communities.

To apply for this opportunity, please submit your résumé and cover letter to: [careers@norwoodcentre.com](mailto:careers@norwoodcentre.com)

**Please state in the cover letter how you align with the Norwood Team Charter and how you heard about the position.**

Please include Early Childhood Educator, Job ID 23-009NCFRC in the Subject Line of the email.

Closing Deadline: Until suitable candidate is found.

*We thank all applicants for their interest, however, only those selected for an interview will be contacted.*

*COVID-19 vaccinations are mandatory for all Norwood staff and practicum students. Successful candidates will be required to provide proof of their COVID-19 vaccination prior to their start date. If you are the successful candidate and cannot be fully vaccinated because of a protected ground under human rights legislation, you may request an accommodation that will be reviewed by the agency.*



*Immunization against COVID-19 is the most effective means to prevent the spread of COVID-19, to protect the children and families we serve, our workers, and the public; to prevent outbreaks at the Agency; and to preserve workforce capacity. This policy strengthens work Norwood has done throughout the pandemic to keep our staff and participants safe (i.e. distancing, hand hygiene, infectious disease protocols, PPE use, masking, and staff education).*