

JOB POSTING

**#2849896 - Childminder – Safe Centre of Peel - HRSDC
Summer Placement Position – 35 hours/week
Brampton Office (Duration – 8 weeks)
\$15.81 per hour**

The Government of Canada funded this job through the Canada Summer Jobs program.

**You must be aged between 15 and 30 and be legally entitled to work in Canada.
International students are not eligible.**

Catholic Family Services of Peel-Dufferin (CFSPD) is a dynamic, growing family service agency with offices in Mississauga, Brampton, Orangeville and Bolton. CFSPD offers a positive work environment for its employees and excellent service to its clients. CFSPD is dedicated to hiring staff that reflect the diversity of our community.

CFSPD is the lead agency for the Safe Centre of Peel. The Safe Centre of Peel is a fifteen member hub model where victims of violence and abuse can go to access many services and supports (i.e. victim services, legal, housing applications, counselling, settlement etc.) at a single location.

Job Summary:

Under the direction of the Program Supervisor, the Childminder provides a safe, caring, and child-friendly environment to children, while their caregivers are accessing services at SCoP.

Responsibilities:

- Maintains safe, sanitary, and inclusive child minding space
- Develops and facilitates child-focused, developmentally appropriate activities for children of all ages
- Ensures appropriate documentation is completed, properly stored, and communicated
- Acts as a consultant to SCoP partners and clients regarding local resources and supports for children
- Supports child minding volunteers and students when they are assisting at the centre
- Purchases and maintains supplies for the Centre

MAIN OFFICE:

William G. Davis Centre for Families
60 West Drive, Suite 201
Brampton, Ontario L6T 3T6
T 905 450 1608 F 905 450 8902
www.cfspd.com

BRANCH OFFICE:

The Emerald Business Centre
10 Kingsbridge Garden Circle, Suite 400
Mississauga, Ontario L5R 3K6
T 905 450 1608 F 905 450 8902

- Enrolls and updates clients' e-files in SCoP database
- Provides back-up administrative support as required (i.e. meeting set up, photocopying, room booking, etc.)
- Other duties as assigned

Minimum Requirements:

- Community college diploma in a relevant field (i.e. CYW, SSW, ECE)
- Knowledge of gender based violence, child and youth victim/witness issues and comfort working with this population
- First Aid and CPR-C certification
- Clear criminal reference check
- Driver's licence and access to a vehicle
- Flexible, creative, organized and motivated; able to take initiative and be a team player
- Knowledge of Microsoft Office and MS Outlook
- Strong communication, customer service and relational skills
- Commitment to pro-feminist, anti-oppressive service approach
- Fluency in a second language representative of our community, i.e. South Asian, Arabic, etc., is a requirement

**Please submit a cover letter (outlining position title) and resume by
May 10, 2019 to:**

Human Resources

**Safe Centre of Peel - Catholic Family Services of Peel-Dufferin
60 West Drive, 110, Brampton, On L6T 3T6**

Email: humanresources@cfspd.com or Fax: 905-450-8902

*ONLY APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED
NO PHONE CALLS PLEASE*