



JOB POSTING

The Children's Village has a long and distinguished history of caring for Ottawa's children. Established in 1864 as a home for orphans, it has responded over the years to the changing needs of children and their families in the community. Filled with a rich tradition of working directly with the community, our history is a testament to our commitment to children and the innovative programs they need.

WE ARE EXPANDING AGAIN!

CHILDREN'S VILLAGE AT NAVAN REQUIRES A PROGRAM ASSISTANT FOR THE PRESCHOOL PROGRAM

- **Program Assistant:** Children's Village at Navan Preschool Program requires 1 contract Program Assistant to work 7 hours per day.

Qualifications for the Program Assistant:

- High school diploma or equivalent;
- Early Childhood Assistant Diploma from an accredited College or equivalent educational qualifications, an asset;
- Minimum one year experience working with children in relevant age group;
- Holds a valid Standard First Aid & CPR – Level C Certification;
- Clean Police Vulnerable Record Check;
- Displays a caring, compassionate and respectful attitude towards children and families;
- Displays the ability to communicate well, both orally and in writing, in English;
- Demonstrates the ability to work as a team member with professionalism, shows initiative, reliability, and an eagerness to learn;
- Ability to meet the physical demands of the job.

Salary for Program Assistant: \$36,000.00 to \$41,000.00 per year (Pro-rated)

Qualified individuals are invited to submit their resume **and** cover letter by December 16th, 2019 to Myrian Pepin, Manager Group Care Programs at myrianp@childrensvillage.on.ca

**Only those selected for an interview will be contacted.
Thank you for your interest in the Children's Village of Ottawa-Carleton**