



SAMPLE JOB DESCRIPTION: CNC STAFF

Job Title	
Reports to	

Job Purpose

To provide quality care with a child-centered approach to the children participating in the CNC program ensuring health and safety.

[Expand with a brief description of the general nature of the position in your organization and what you expect the candidate to accomplish in the position.]

Duties and Responsibilities

- Follow the CNC Requirements
- Planning of appropriate activities for children in accordance with the written program philosophy
- Welcome and interact with newcomer children and their parents
- Provide activities and experiences that meet the individual developmental needs of the children
- Set up and take down equipment and other items used in the program
- Maintain records, including a daily record, Attendance Form, Child Profile, and Session Management Form
- Inspect CNC space for safety issues and seek corrective action according to procedures





- Work with team members to create a positive environment

Qualifications

Qualifications for CNC Staff include:

- Experience working with the ages of children that will be cared for
- Current first aid and CPR certification
- Current Health assessment including immunization and proof of Tuberculosis status
- Current Criminal Reference Check

In addition, a CNC Staff has the following:

Skills and Abilities

- Develop and implement daily activities that support and promote the development of newcomer children – in Long Term programs, Short Term programs or Combined Care programs (as applicable)
- When Short Term care is provided, an understanding of the programming needs of children who drop in for care for short periods of time.
- When Combined Care is provided, recognition of the issues associated when caring for children on a short and long term basis together, especially issues associated with transitions and separation.
- Understanding and awareness of settlement issues and the concerns of newcomer children and parents.
- Engage children in activities that support a child-centred approach.
- Guide and assist children in the development of healthy eating, dressing and toilet habits.
- Assess the skills, abilities, interests and needs of children.
- Discuss children's progress or concerns with parents and other staff members.



- Attend meetings and workshops as directed by the manager

Physical Requirements

The job involves working with young children and includes lifting and participating in physical activities. It may also involve the supervision of children and physical activities out of doors.