



# SAMPLE JOB DESCRIPTION: CNC STAFF WITH DESIGNATED RESPONSIBILITY

Job Title	
Reports to	

## Job Purpose

To take the lead in providing CNC and assume responsibility for the operation of CNC sessions.

[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

- Take the lead in meeting CNC Requirements, including the development of policies and procedures and training opportunities
- Develop a staffing plan that ensures ratios and qualifications are met according to CNC Requirements
- Plan or oversee the planning of appropriate activities for children in accordance with the program philosophy
- Registration of children
- Parent Orientation
- Staff Orientation – Parts I and II





- Scheduling of sessions, overseeing enrolment
- Working with Adult Program Managers and other staff to identify child care needs Reporting all necessary information according to procedures
- Ensure there are sufficient appropriate materials and equipment for the operation of a session
- Maintain records, including Registration Form, Attendance Form, Child Information Form, and Session Management Form
- Inspect CNC space for safety issues and complete a Space Safety Checklist
- Foster team work among staff in the provision of CNC
- Oversee the use of volunteers and students

## Qualifications

Qualifications for Level II CNC Staff include:

- Education – At least a two-year diploma in a child development program or a related field from a recognized academic institution.
- Two years experience working in the child care field
- Professional Certification – Where applicable, candidate must be in good standing with relevant professional recognition bodies.
- Managerial experience – where possible, candidate will have previous experience in managing other staff related to child care
- 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 Level II with Designated Responsibility has the following:

## Skills and Abilities

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- Administrative skills
- Leadership skills
- Ability to work with others, including staff at all levels within the organization
- Ability to interact with professionals in other fields (e.g. health)
- An understanding of settlement issues and the distinctive needs of newcomer children and families
- An understanding of child-centred programming
- Ability to resolve issues and concerns of newcomer parents
- Knowledge of research and practices specific to young children, including special initiatives relevant to immigrants and refugees, as well as an ability to implement programming and make changes that are beneficial to young newcomers
- Ability to coordinate multiple programs, including programs being offered at the same time