



# SAMPLE JOB DESCRIPTION: CNC STAFF LEVEL 1

<b>Job Title</b>	
<b>Reports to</b>	

## 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 Level I CNC Staff include:

- Education – At least a one-year diploma in a child development program or a related field from a recognized academic institution.
- Completion of 50% of the credits of a diploma in a child development program or related field from a recognized academic institution
- 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 I 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.