

Job Posting Assistant Educator

Starting Salary: \$19.60 per hour

Location: Various Sites

Various Employment Terms Available:

- Permanent Full-Time (30-35 hours per week)
- Permanent Part-Time (5-29 hours per week)
- Casual (on-call – hours not guaranteed)

This position is based on a Monday – Friday schedule with occasional evenings as per organizational requirements.

OCOF/Nena maintains an ongoing recruitment pool for qualified professionals who are passionate about early learning, inclusion, and community impact.

Our Children, Our Future / Nos enfants, notre avenir (OCOF/Nena) is a mission-driven organization dedicated to meeting the **diverse needs of children, families, and communities** through inclusive, impactful programs and services. Rooted in values and guided by long-term vision, OCOF/Nena operates with a clear focus on positive social change, professional excellence, and sustainable growth.

Job Summary:

The Assistant Educator plays a critical support role in our child care programs, ensuring the physical, emotional and developmental needs of children are met with warmth and professionalism. Working under the guidance of the Child Care Supervisor and in collaboration with educators and families, this role supports the day-to-day programming and care of young children within a group setting in accordance with the organizations' Program Statement, the Child Care and Early Years Act (CCEYA) and the College of Early Childhood Educators' Code of Ethics and Standards of Practice. This role requires dedication to fostering healthy child development through play, structure, family engagement and professional collaboration.

Key Responsibilities:

- Support an inclusive, engaging, and safe environment for all children.
- Help implement routines and activities that foster children's development and well-being.
- Guide and support children using respectful, positive communication.
- Follow the lead of the educator while contributing actively and flexibly.
- Support children's physical care including toileting, diapering, meals and rest routines.
- Assist with maintaining accurate documentation and incident reports as needed.
- Follow all health, safety, and child protection procedures, including Duty to Report.
- Promote respectful family engagement and communication.
- Demonstrate cultural awareness and celebrate diversity within the program.
- Uphold the highest standards of ethical conduct, professionalism and confidentiality at all times.

Qualifications and Skills:

- 1. Education & Certificates*

- Secondary School Diploma
- Must be 18 years of age or older.
- Current Standard First Aid and CPR Level C (or willingness to obtain)
- Food Handlers (or willingness to obtain)
- Current Satisfactory Vulnerable Sector Criminal Record Check (within the last six months)

II. Experience

- Child care experience is an asset.

III. Skills

- Ability to work fluently, orally and in writing, in both official languages, French and English, required at some locations.
- Passion for working with children and fostering their individual growth.
- Strong communication, teamwork and problem-solving skills.
- Excellent interpersonal and organizational skills.
- Excellent verbal and written communication skills.
- Time management and critical thinking skills.
- Decision making and problem-solving skills.
- Conflict resolution skills.

Additional Considerations:

- Work conditions include ability to lift up to 40 lbs, ability to do all of the following: bending, stooping, stretching, squatting, pushing, pulling, sitting, walking and running.
- This position requires considerable flexibility.
- Interactions with children, family members and community partners.
- Noise level can be moderate to loud.

How to Apply:

Please submit cover letter and resume by email to our HR department, or fill out the application at the bottom of the careers page.

By Email: Hiring@ocof.net

Equity, Accessibility & Recruitment Transparency:

Our Children, Our Future / Nos enfants, notre avenir (OCOF/Nena) is an equal opportunity employer committed to building an inclusive, diverse, and accessible workplace. We encourage applications from Indigenous, Black, racialized, 2SLGBTQ+, and differently abled individuals, as well as members of equity-deserving communities.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), accommodation is available throughout the recruitment and selection process. Applicants are encouraged to make their needs known in advance.

This recruitment process may use automated tools or artificial intelligence to support application screening and candidate review. These tools do not replace human decision-making in the hiring process.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.