

Job Title **Care for Newcomer Children - Child Minding Staff**  
Reporting to: Language Services Manager

Who **WE** are...

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Since 1998, Global Gathering Place (GGP) has remained dedicated to helping refugees and immigrants integrate and thrive in Canada. By delivering critical services, English classes, and a full calendar of programs, we work hard in service of our vision: A society where newcomers to Canada are fully engaged and valued.

As GGP has grown from a grassroots group to a non-profit leader in the settlement sector, we continue to pride ourselves on personalized, client-centred service. We know our clients; we understand their needs, their fears, and their goals. No one is ever a number at GGP.

Our organizational culture centres around collaboration and each staff member wears many different hats. We work together across departments and in partnership with diverse community partners. We offer guidance for making local services more inclusive and accessible, and advocate for what we know to be true: that immigrants and refugees, when given the opportunity, make valuable contributions to all aspects of Canadian society.

Who **YOU** are...

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You strongly believe in diversity, and respect for people, and have a passion for helping others thrive and succeed. You value and are committed to equality, and respect, and you love learning about people and their cultures. You are at your best when you surround yourself with other committed individuals and you do your best work when you collaborate and work WITH others. You are goal-oriented, tenacious, and creative when it comes to problem-solving.

What is **Care for Newcomer Children**...

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The CNC (Care for Newcomer Children)/Child minding staff provides quality care, with a child-centered approach and ensures the health and safety, of children participating in GGPs CNC programs. These long-term and short-term CNC programs support clients, parents, and families participating in our LINC, SAFE, and other programs and those accessing services within GGP.

- Provides experiences that meet the development needs of the children and the standards and requirements of the CNC program and that of the Child minding Monitoring, Advisory and Support (CMAS) organization.
- Plans and implements activities for the children, whether onsite or online, that meet development milestones and settlement goals.
- Assesses the skills, abilities, interests, and needs of children to help inform program planning.
- Ensures there are sufficient appropriate materials and equipment for the operation of sessions; purchases materials and supplies as needed.
- Inspects CNC space for safety issues and seeks corrective action according to procedures.
- Helps maintain records, including a daily record, attendance forms, registration forms, child information and profile forms, and session management forms.
- Informs the CNC Team Lead and Language Services Manager of emerging issues and helps resolve them.

Secondary responsibilities are:

- Participates in organization and team staff meetings as well as other required meetings.
- Upholds GGP's vision and values.
- Follows all GGP procedures and protocols.
- Works well with others in a team and client environment.
- Helps other team members as needed, as all teams are expected to work cross functionally.
- Be able to work flexible hours when needed and adapt to changing work schedules.
- Be reliable and punctual.
- Be willing and able to be mentored, and participate in training and other professional development opportunities, especially deemed relevant to the position.

Do **YOU** have the education, skills, and competencies...

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- A minimum one-year diploma in a child development program or a related field from a recognized institution and two years experience working in the childcare field.
- Experience working in a daycare, children's program, or with young children.
- Current First Aid and CPR certification.
- A clean Criminal Record with a Vulnerable Sector Check.

NOTE: The above job description reflects management's assignment of the most essential functions of the job classification. It does not prescribe or restrict the tasks that may be assigned nor is it intended to be an exhaustive list of all responsibilities and activities required of the position.