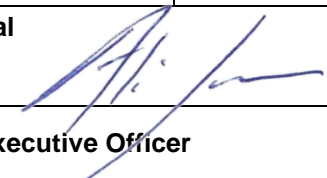
 Algoma Family Services SERVICES AUX FAMILLES D'ALGOMA	Job Description #	2035
	JD SECTION	
	CHILD MINDER	
	Date Issued:	September 2020
	Date Revised:	
<p align="center"><u>JOB DESCRIPTION</u></p> <p align="center">Child Minder</p>	Approval	
	Chief Executive Officer	

POSITION TITLE: Child Minder

PROGRAM AREA: All programs

REPORTING TO: Various

QUALIFICATIONS:

- Ability to play games, do crafts, sing songs, converse with children
- Availability to work flexible hours including evenings and occasional weekends
- Previous experience as child minder in a public setting (an asset)
- Completed recognized Babysitting Course (as asset)
- First Aid / CPR (an asset)
- Ability to provide services in both official languages (English/French) is an asset

DUTIES AND RESPONSIBILITIES:

1. Follow guidelines as provided by Algoma Family Services.
2. Ensures the safety and well-being of children in his/her care.
3. Be familiar with, and follow Algoma Family Services emergency procedures.
4. Notify Group Facilitator(s) of any concerns/situations regarding /involving children in his/her care
5. Provide a safe and secure environment for children to feel comfortable.
6. Utilizes agency resources to plan and implement activities suitable for the age (s) and abilities of the child/children being cared for.
7. Clearly and effectively communicate in a manner that children understand.
8. Co-operates with other staff.
9. Tidy and/ or clean areas and items used for child minding at end of each shift.
10. Participate in the supervisory, peer consultation processes, quality assurance, program evaluation and accreditation processes.
11. Assume other duties as assigned from time to time by the Manager or delegate

Job Description: Child Minder

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CHILD MINDING RATIO

1. 1 Child-minder for 5 children (ages 1 and up)
2. 1 Child-minder for 1 child aged 0-12 months
3. 1 Child-minder for 1 child with special needs

- It is an on-call as-needed basis
- Communication and acceptance of shifts will be sent by 0-6 Coordinator via text messaging and or email that you provide. Response is expected within a reasonable time frame.
- If childminder is unable to fulfil a shift previously committed to, reasonable notification to the 0-6 Coordinator is expected.