



## THE CORPORATION OF THE COUNTY OF WELLINGTON

Social Services Department  
Children's Early Years Division  
Directly Operated Programmes  
Requires Four

### Six Month Temporary Casual Child Care Centre COVID-19 Screeners

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The County of Wellington Directly Operated Child Care Centres, located in the City of Guelph (Willowdale), the Township of Centre Wellington (Wellington Place), the Township of Wellington North (Mount Forest) and the Town of Minto (Palmerston) require Casual Child Care Centre COVID-19 Screeners.

The Child Care Centre COVID-19 Active Screener is responsible for performing active screens as per Public Health and County of Wellington requirements for child care staff, children, parents, and visitors prior to entering the child care centre. **This position is required to work approximately 3.5 hours per day, Monday to Friday from 6:15 am to 9:45 am.**

#### The minimum qualifications for this position include:

- High School Diploma.
- Minimum three months experience or equivalent in human services or a related area.
- Ability to apply established procedures such as following guidelines in the Child Care and Early Years Act 2014.
- Knowledge and experience working with families and children.
- Excellent customer service skills and the ability to work with a diverse client group in a professional manner.
- Strong organizational skills with the ability to maintain accurate records.
- Well-developed written and verbal communication skills.
- Ability to maintain confidentiality.
- Minimum age 18 requirement under the Child Care and Early Years Act 2014.

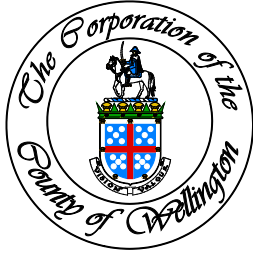
**This position offers an hourly range: \$20.24 to \$23.69 (2021 Non-Union Compensation Grid).**

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #118-21 by Friday, July 30 at 4:00 pm.**

**ATTENTION: HR DEPARTMENT**, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: [careers@wellington.ca](mailto:careers@wellington.ca) or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





# COUNTY OF WELLINGTON

## POSITION DESCRIPTION

<b>Title:</b> Child Care Centre COVID-19 Active Screener	<b>Reports to:</b> Child Care Centre Supervisor
<b>Department:</b> Social Services – Children’s Early Years	<b>Positions Supervised:</b> 0
<b>Effective:</b> August 2021	<b>Revised:</b>

### **BASIC FUNCTION:**

The Child Care Centre COVID-19 Active Screener is responsible for performing active screens as per Public Health and County of Wellington requirements for child care staff, children, parents, and visitors prior to entering the child care centre.

### **PRINCIPAL RESPONSIBILITIES:**

Under the guidance of the Child Care Centre Supervisor, the Child Care Centre COVID-19 Active Screener has the following duties and responsibilities:

- Ensure Active Screening tables are set up, stocked, and supervised as per Child Care Centre COVID-19 Guidelines at all times.
- Follow Personal Protective Equipment and all sanitary requirements.
- Ensure protective equipment is readily available for all staff and visitors to the centre.
- Greet children and their parent/guardians in a friendly and welcoming manner.
- Communicate effectively and professionally with children, parents/guardians, other staff, professionals and students.
- Ensure all individuals entering the child care centre are wearing a protective face covering.
- Enforcing physical distancing requirements during arrival and departures.
- Perform Active Screen on staff, visitors, students, children, parents and guardians - assessing for signs and/or symptoms of COVID-19 and/or illness and take temperatures.
- Allow/deny entry into the child care centre according to Active Screen protocols.
- Accurately complete and record Active Screen information.
- Maintain records and provide records to supervisor as needed.
- Accept children from Parent/Guardians and assist them with hand hygiene and sanitary processes for items they brought from home.
- Ensure safe and supportive supervision of children at all times while accompanying children to their classrooms.
- Relay information and messages between parent/guardian and child care staff.

- Report any non-compliances immediately to the Child Care Supervisor.
- Follow all regulations, legislation and centre/corporate policies.
- Other duties as assigned.

**PHYSICAL EFFORT:**

This position will primarily be standing, sitting, with some stooping and lifting.

**CONTACTS:**

Internal: Social Services Employees at all levels.

External: Children, Parents, Agencies, Students, Ministry Inspectors.

**MINIMUM QUALIFICATIONS:**

- High School Diploma.
- Minimum three months experience or equivalent in human services or a related area.
- Ability to apply established procedures such as following guidelines in the Child Care and Early Years Act 2014.
- Knowledge and experience working with families and children.
- Excellent customer service skills and the ability to work with a diverse client group in a professional manner.
- Strong organizational skills with the ability to maintain accurate records.
- Well-developed written and verbal communication skills.
- Ability to maintain confidentiality.
- Minimum age 18 requirement under the Child Care and Early Years Act 2014.

**CONDITIONS OF EMPLOYMENT:**

- Police Vulnerable Sector Check (upon hire and every five years thereafter)
- Proof of Education
- Up-to-date Immunization Record

**OTHER:**

Hours of Work: Monday to Friday from 6:15 am to 9:45 am

Location:

- Palmerston Child Care and Learning Centre
- Mount Forest Child Care and Learning Centre
- Wellington Place Child Care and Learning Centre
- Willowdale Child Care and Learning Centre