



**THE CHILDREN'S COTTAGE SOCIETY OF CALGARY REQUIRES  
A FULL TIME CHILD CARE WORKER  
Competition # BHCCW**

Brenda's House is a residential program for families experiencing homelessness, providing shelter and support services to 14 families at a time. We are looking for an experienced professional to join our team with an empathic, non-judgmental view toward families with complex needs. The successful candidate will support healthy child and youth development, provide quality childcare for children from newborn to school age during the day, organize evening child and youth programming, and enhance parenting capacity.

**This position is full time, based on a 40-hour work week  
Monday – Friday from 12:00 to 8:00 pm**

**CHILD CARE WORKER**

**Responsibilities:**

- Support the development and implementation of a quality Child Development Program at Brenda's House to promote health, safety and wellbeing for children and youth of families in residence
- Operate a fun, safe, welcoming and educational child care space for children in residence from newborn to school age, on a daily basis
- Coordinate scheduled programming for children and youth in residence appropriate to a range of ages and needs, this includes planning special events in collaboration with other staff and volunteers
- Provide developmental screening for children and referral for support as needed
- Provide mentorship and learning opportunities to parents regarding parenting skills and caring for their children
- Provide support to parents around parenting concerns as they arise on a day-to-day basis.
- Liaise with schools to ensure the transfer and registration of school-aged children
- Provide support to volunteers in the childcare program
- Prepare child development program reports, and contribute to agency reporting
- Participate in ongoing communication with agency staff and community partners involved with the children served and their parents
- Complete documentation in agency database, this includes assessment, demographic information and case notes

## **Qualifications:**

- Minimum 2 years' experience working with children who have complex needs
- Degree in human services (preferred), or diploma with related experience
- Experience with early childhood care and understanding of childcare centre standards
- Experience with early childhood developmental screening, specifically the Ages and Stages Questionnaire, is an asset
- Strong understanding of children's developmental stages and needs from infancy to adolescence, and ability to develop programming for older children and youth
- Experience working in a residential setting and/or with complex families
- Supervisory or leadership experience
- Experience working with volunteers
- Proficient computer skills
- Excellent written and oral communication skills
- Valid Standard First Aid Certificate
- Valid driver's license and use of own vehicle
- Current Police Clearance and Child Intervention Record checks with satisfactory results
- Completion of the Brain Story Certificate would be an asset

Please send a cover letter and resume quoting **Competition # BHCCW**  
[careers@childrencottage.ab.ca](mailto:careers@childrencottage.ab.ca)

Application Deadline: Until successful candidate is recruited  
We appreciate the interest of all applicants however will only contact those invited for an interview.

***For more information about the Children's Cottage, please visit: [www.childrencottage.ab.ca](http://www.childrencottage.ab.ca)***