



CMWI
Canadian Muslim Women's Institute

CMWI
201 – 61 Juno Street
Winnipeg MB R3A 1T1 204-943-8539

JOB POSTING

Child Care Specialist

Full Time (40 hours)

The Canadian Muslim Women's Institute Inc. (CMWI) is a non-profit organization founded in 2006. Its goal is to promote and empower refugee and newcomer women and their families socially, economically and spiritually. CMWI is a direct service delivery organization serving its members through a variety of programs and services that cater to the needs of immigrants and refugees. By creating a community that supports and strengthens refugee and newcomer women, CMWI plays a transformative role in enabling them to make informed decisions for themselves and their families; foster sound emotional health, stability and personal development; and achieve self-sufficiency and financial independence.

Position Summary

The Child care specialist will be responsible for running the Child care program for newcomer children at CMWI. This position reports to the Chief Operating Officer and works closely with the Employment Training Coordinator.

Qualifications and Requirements:

- At least a two-year diploma in a child development program or a related field from a recognized academic institution.
- Two years' experience working in the child care field
- Experience in managing staff and volunteers related to child care
- Current first aid and CPR certification
- Current Health assessment including immunization and proof of Tuberculosis status
- Current Criminal Reference Check
- Leadership and Administrative skills
- Ability to work with others, including staff at all levels within the organization
- Ability to interact with professionals in other fields (e.g. health)
- An understanding of settlement issues and the distinctive needs of newcomer children and families
- An understanding of child-centred programming
- Ability to resolve issues and concerns of newcomer parents
- Knowledge of research and practices specific to young children, including special initiatives relevant to immigrants and refugees
- Ability to implement programming and make changes that are beneficial to young newcomers
- Strong written and verbal communication skills
- Strong ability to work independently and as a team member
- Good computer skills - Microsoft Word, Excel, and Outlook

Duties and Responsibilities

- Take the lead in meeting Care for Newcomer Children (CNC) Requirements, including the development of policies and procedures and training opportunities
- Develop a staffing plan that ensures ratios and qualifications are met according to CNC Requirements
- Plan appropriate activities for children
- Registration of children



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- Parent Orientation
- Child care staff and volunteer Orientation
- Scheduling of sessions, overseeing enrolment
- Working with Adult Program Managers and other staff to identify child care needs
- Ensure there are sufficient appropriate materials and equipment for the operation of a session

Documentation and Reporting

- Maintain records, including Registration Form, Attendance Form, Child Information Form, and Session Management Forms according to CNC requirements
- Prepare Report of all necessary information according to procedures
- Update CMWI database for record keeping
- Provide written reports to supervisor
- Attend meetings to set goals and targets and enhancement of childcare program

Working Hours/Wages:

- 8:30-4:30 Monday to Friday
- Some evening and weekend work required
- Competitive salary based on qualification and experience

A valid driver's license and a vehicle is an asset.

To Apply: Please send cover letter with resume to office@cmwi.ca.

Please indicate in your cover letter and resume, how you meet the qualification criteria.

Note: We are grateful to all applicants; however, only those selected for interview will be contacted.

Position open until filled