



**CHILD DEVELOPMENT CENTER  
ENHANCED SUPPORT WORKER**

(Contract Positions)  
(Up to 37.5 hours /week)

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime water frontage along the Rideau Canal – a UNESCO World Heritage site, and has many beautiful heritage buildings and recreational facilities.

The Child Development Center is seeking an enthusiastic, patient and self-starting individual to fill the role of an Enhanced Support Worker. As a member of the Child Development Centre Team, the Enhanced Support Worker will provide support to staff of the child care program so that all children may participate in the program.

**Key Duties and Responsibilities:**

1. Assist the child care staff with the daily operation of the classroom.
2. Assist the child care staff with facilitating the inclusion of children with special needs
3. Interact with Children
4. Adhere to policies and procedures defined by the childcare centre and LEIP:
5. Act as a Supply Teacher within the Child Development Center program

**Skills and Qualifications:**

- RECE diploma and/or Certificate of Completion and/or experience working with children in child care, including children with special needs
- First Aid and CPRC Certification
- Ability to maintain confidentiality
- Team player and ability to follow through on directions relating to activities
- Must be 18 years of age
- Must provide Vulnerable Sector Screening
- Willingness to be flexible in work hours

Hours: Split shifts as scheduled by the Childcare Supervisor, between the hours of 7:30 a.m. and 5:30 p.m. (Monday to Friday)

Qualified applicants are invited to submit their resumes by Monday April 8, 2024, no later than 4:30 p.m., to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at [hr@smithsfalls.ca](mailto:hr@smithsfalls.ca)

*The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants for their interest and only those selected for an interview will be contacted.*

*Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.*