



# The Cridge Centre for the Family

## NOTICE OF POSITION AVAILABILITY

### INTERNAL POSTING/EXTERNAL POSTING

#### Children's Programs Support Worker – Part-time

**POSITION AVAILABLE:** Office Support Worker

**PROGRAM NAME:** Early Childhood Programs

**WORKSITE ADDRESS:** 1309 Hillside Avenue

**PERSONAL AUTO USE IS:** not required

**HOURS PER WEEK:** 20 hrs/wk – position eligible for benefits upon completion of probation

**STARTING SHIFT SCHEDULE:** to be determined

**START DATE:** ASAP

**HOURLY WAGE:** starting rate \$18.46/hour

**NATURE OF POSITION:**

- To assist Manager/Assistant Manager in office with organizational duties such as file maintenance and handling program enquiries as needed
- To provide relief support in Early Childhood Programs as needed
- To provide additional classroom support as needed

**EXPERIENCE REQUIRED:**

- One year working with children in a group care setting
- One year experience with office file management including familiarity with Microsoft Windows 10, EXCEL and ACCESS
- Additional experience in customer service will be an asset

**QUALIFICATIONS:**

- Early Childhood Educator Certificate/Assistant ECE preferred
- Criminal record Check
- First Aid, CPR

**PLEASE FORWARD APPLICATIONS TO THE ATTENTION OF:**

Paula West-Patrick, Manager of Children's Services

**AT:** The Cridge Centre for the Family, 1309 Hillside Ave Victoria BC V8T 2B3

**CLOSING DATE:** August 8, 2019

*THIS POSITION IS OPEN TO MALE AND FEMALE APPLICANTS.*

*THIS POSITION REQUIRES UNION MEMBERSHIP.*

*A COMPLETE JOB DESCRIPTION IS AVAILABLE FROM THE PROGRAM COORDINATOR.*