



**On-Call Childminder – Second language an asset**  
Settlement Program – Burnaby, Vancouver and New Westminster  
Job ID: 2023-Settlement-02

**At ISSofBC we believe in:**

- ❖ Working with **purpose**
- ❖ We aspire to **improve**
- ❖ We cultivate **belonging**
- ❖ We are **genuine**

**Why choose us!**

Join ISSofBC, one of the largest and first newcomer and refugee agencies in Canada. As well as being a values-driven organization, we pride ourselves on diversity, inclusion, innovation, and transparency. You can make lifelong friends and connections when you join our family. What's more, we also have multiple locations and offer flexible working and shorter working weeks than most organizations.

**Summary:**

Reporting to the Manager – Settlement Program, the Childminder will provide supervision and guided activities to children while their parent(s) attend Settlement workshops or short-term programming activities.

**How You'll Make a Difference:**

- Supervises children while parents are attending settlement programming and provides guided arts and crafts sessions.
- Is responsible for the set-up and clean-up of the childminding facilities and ensures a safe environment for the children is maintained.
- Immediate reports any identifiable medical or trauma issues to the parent and Manager.
- Performs other related duties as required.

**What You Bring**

Must meet the definition of a “responsible adult” as defined under the Child Care Licensing Regulations as a person at least 19 years of age; has completed a course or combination of courses (at least 20 hrs in duration) in child development, guidance, health and safety, or nutrition; and have recent related work experience acceptable to the employer. Valid First Aid and CPR or Child Safe Certificate, Food Safe, and/or a second language will be considered an asset.

**What Makes You a Change Maker**

- Ability to communicate effectively in both written and oral English.
- Demonstrated ability to deal effectively and courteously with clientele, children, staff and the public who are from differing cultural and linguistic backgrounds.
- Possession of and the ability to maintain a clear provincial criminal record check.
- Ability to set and maintain boundaries with clients and manage self-care.
- Ability to carry out the duties of the position.

**IMMIGRANT SERVICES SOCIETY OF BRITISH COLUMBIA**

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### **ISSofBC Value Proposition**

- Role Salary Range: \$19.38– \$25.33 per hour
- Expected Starting Range: \$19.38 – \$20.57. Dependent on education, training, experience, and internal equity. Wage grids are reviewed annually.

**ISSofBC’s mission and values emphasize inclusivity and recognition of individuals’ unique talents. In recruiting and developing our staff, we see strength in diversity of backgrounds, lived experiences, and identities. We welcome and encourage applicants who bring new perspectives and experiences to our team.**

**If you are passionate about making a difference, apply now!**

**Start Date:** As soon as possible

**Location:** Burnaby, Vancouver and New Westminister

**Position** On-call positions starting February 1, 2023

**Posting Duration:** January 25 – February 1, 2023 or open until filled

**Job ID No:** 2023-Settlement-02

**Email applications must include: “2023-Settlement-02” on the subject and can be sent to: [jobs@issbc.org](mailto:jobs@issbc.org)**

*For Internal Applicants – existing employees and volunteers, please indicate “INTERNAL <job ID number>” in the subject line.*

Applicants must be eligible to work in Canada. We thank all applicants; however, only those shortlisted will be contacted for an interview.