



**Immigrant Women Services Ottawa**  
**Services pour femmes immigrantes d'Ottawa**

## **INTERNAL/EXTERNAL JOB POSTING**

**Position:** Child Care Worker- Care for Newcomer Children Program (CNC)

**Job Type:** Part-time (30 hours/week, Monday – Friday, 9:00 A.M- 4:00 P.M), in person, September 2026– September 2027

**Reports to:** Manager, Settlement & Integration Services

**Salary:** \$23–\$26 per hour (based on experience). A comprehensive benefits package including health, dental, RRSP, and generous leave entitlements

**Application deadline:** September 16, 2026

### **About IWSO**

Immigrant Women Services Ottawa (IWSO) is a community-based agency serving immigrant women.

IWSO's mandate is to:

- Empower immigrant and racialized women to participate in the elimination of all forms of abuse against women and their children.
- Provide culturally responsive services to facilitate immigrant women's access to community and mainstream services.
- Deliver programs to assist immigrant women in their journey to attain their full potential.

### **Position Summary**

The CNC Child Care Worker provides safe, nurturing, and inclusive care for newcomer children in the CNC playroom while their parents access settlement and other services within the facility. Under the supervision of the Manager of Settlement & Integration Services and in collaboration with other CNC staff, the position creates a welcoming, culturally responsive environment that supports children's well-being, development, and positive interactions.

### **Main Responsibilities**

- Provide safe, nurturing, inclusive, and developmentally appropriate care to newcomer children aged 19 months to 13 years, in accordance with CMAS Care for Newcomer Children (CNC) guidelines and organizational policies.
- Plan, oversee, and facilitate age-appropriate activities and experiences that support children's social, emotional, physical, and cognitive development.
- Create a welcoming and culturally responsive environment that recognizes and respects children's diverse cultural, linguistic, and family backgrounds.

- Build positive and respectful relationships with children and their families, communicating appropriately about children's needs, participation, and well-being.
- Work collaboratively with program staff to support the needs of newcomer children and families.
- Maintain a safe, clean, organized, and stimulating childcare environment, including appropriate setup and cleanup of the space.
- Follow all required health, safety, supervision, attendance, emergency, and child-protection procedures.
- Maintain accurate records related to children's attendance, activities, and other required program documentation.
- Participate in required CNC orientation, training, professional development, staff meetings, and program activities.

## Qualifications

- Diploma in Early Childhood Education (ECE) or an equivalent recognized qualification. Registration with the College of Early Childhood Educators is required.
- Minimum of one year of experience working in child care is required.
- Experience working with newcomer, immigrant, refugee, or culturally diverse children and families is an asset.
- Valid First Aid and CPR certification.
- Proof of immunization records, including required vaccinations.
- Vulnerable Sector Police Record Check, completed within the past six months.
- Ability to meet the physical demands and requirements of the position.
- Knowledge and experience with computer applications and database software, Zoom, Microsoft 365, and other work-related software.
- Excellent interpersonal, communication (spoken and written), and problem-solving skills.
- Ability to build positive, respectful, and culturally responsive relationships with children and families from diverse backgrounds.
- Proven ability to work effectively within a multicultural and multidisciplinary team.
- Fluency in spoken and written English is required. Fluency in French is considered an asset.

## Application Process

Qualified candidates are invited to submit a cover letter and résumé by **September 16, 2026, 6:00 pm.**

Interested candidates can apply online using the link below:

<https://immigrantwomenservices.bamboohr.com/careers/29>

IWSO welcomes and encourages applications from members of equity-seeking groups, including but not limited to candidates who are racialized, indigenous, LGBTQ+, and people with disabilities. We thank you in advance for your interest. Only candidates selected for an interview will be contacted.

IWSO is committed to providing accommodation throughout the recruitment process. If you require accommodation at any stage, please contact us at [infomail@iwsoc.ca](mailto:infomail@iwsoc.ca), and we will work with you to meet your needs.