



**Position:** HOME CHILD CARE CONSULTANT

**Union/Management:** Unionized permanent fulltime position

**Salary:** \$48,848 - \$58,312 per annum

**Location:** 600 – 700 Industrial Avenue, Ottawa, Ontario

**Qualifications:** RECE – Diploma of Early Childhood Education or Equivalent recognized by the College of Early Childhood Educators and Registration with the College of Early Childhood Educators

Minimum of 5 years of experience working with/for children

Proven competency in interpersonal and assessment skills both with children and adults

Knowledge of the Child Care and Early Years Act (CCEYA)

Experience and proven ability to monitor the complexities of a caseload while supporting children and adults.

Sound knowledge of child development and programming that supports early learning and school age children.

Knowledge of word processing skills compatible with what is current in the software industry as well as what is being used at AFCCS

Excellent communication skills, both written and verbal

Good administrative skills

Proven ability to work independently as well as closely with other team members

Sensitivity and respect for individual and cultural differences

Mature judgment

A current driver's license and use of a car essential

An additional language would be an asset

**Duties:** Recruits and selects providers; locates and recruits providers through formal and informal community channels; conducts home assessments and interviews to identify and select providers; evaluates provider suitability according to agency criteria and relevant regulations.

Supports providers through regular visits and telephone contacts; in consultation with provider, informs, encourages and assists in establishing developmentally appropriate child care techniques and programs; chooses and delivers suitable toy lending and materials from resource supply; arranges delivery of large equipment.

Trains providers directly and indirectly; models, shares and discusses techniques during regular contact; as part of a team, plans, develops, teaches and evaluates agency's formal provider training program; leads and arranges workshops, playgroups and toy libraries; facilitates provider attendance at playgroups, community courses, workshops and conferences.

Monitors quality of home child care according to regulations (CCEYA); inspects homes and records spot checks; ensures safety, nutritional, developmental and emotional needs of all children are met; works with providers to address identified concerns; terminates contractual arrangement when necessary.

Administers informational documentation; maintains family and provider files with all required reports and notes; supplies periodic statistics and computer data; selects appropriate or requests special payment rates for each child's care; checks attendance record for payment; monitors supply of equipment in provider homes.

Works with parents and families to ensure appropriate placement and support; assesses child, family and provider needs through initial contact, intake interview, pre-placement visit and subsidy referral, if required; maintains ongoing parental contact; assesses and discusses child's developmental progress; offers information and service referrals including camp; arranges alternative care; assists in resolving concerns, conflicts and crises arising between parent and provider to facilitate smooth functioning of the child care arrangement. Facilitates parent education groups.

Participates as a team member in program and agency work; attends regular staff and board committee meetings and prepares minutes periodically; purchases program supplies; responds to general inquiries and makes service referrals; assists with agency publications ; organizes special events such as Provider Dinner, Annual Picnic, March Break/Christmas activity days.

Maintains community relationships and currency of knowledge; maintains good working relationships with community child care and related services and government officials; represents agency on community bodies and liaises with other professionals to meet client needs; maintains own knowledge through informal and formal professional development.

Participates in professional development through education and training, both in-house and external and keeps up to date with developments in the field. Participates in agency activities and staff and committee meetings as required.

Other duties as may be assigned by the Program Manager.

Works in accordance with Ontario Occupational Health and Safety Standards.

**Hours of Work:** 35 hours per week

**Available from:** November 19, 2018

**Apply:** Email: [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca)

**Closing date:** November 14, 2018

We thank all applicants for their interest; however only those selected for an

interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at [hrrrecruiting@afchildrensservices.ca](mailto:hrrrecruiting@afchildrensservices.ca)