



Before and After-Hours Placement Coordinator

Part-time · Non-Unionized

Work from home while gaining valuable work experience in the child care sector! Andrew Fleck Children's Services is looking to hire a Before and After-Hours Placement Coordinator to work in our Short-Term Child Care (STCC) department. Ideal for students or individuals beginning their careers in child care, as Placement Coordinator you will be responsible for all aspects of child care placements and follow-up, and you will be the primary contact for the community, caregivers and parents. Working at a competitive hourly rate, you will have the flexibility to choose early morning or evening shifts and how many hours fit in with your schedule. If you believe you are the perfect candidate for this role, apply now to join our growing team!

- Available from:** April 1st, 2019
Salary: \$17.29 per hour
Hours: **Monday to Friday:** 5:45am – 8:30am
Sunday to Thursday: 6:45pm – 9:15pm
Various schedules available, typical work schedules range from 6 – 20 hours per week, flexibility to work hours that fit in with your schedule
- Location:** Work from home – Computer and internet access required, telephone will be provided
Closing date: March 22nd, 2019
Apply: E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ A place where your opinions will be respected and your contributions valued
- ✓ A chance to grow – personally and professionally – through our comprehensive orientation program, on the job learning, and in-house and external training
- ✓ A strong commitment to equity and diversity in the workplace and community

In this role you will...

- ✓ Be the primary contact for STCC caregivers and supply educators
- ✓ Arrange placements by screening requests for child care service, contacting caregivers, and following up on service
- ✓ Maintain ongoing telephone contact with caregivers during service placements
- ✓ Provide general information and respond to inquiries regarding STCC
- ✓ Input, maintain, monitor and update the database of on-call STCC caregivers and supply educators
- ✓ Communicate with other placement coordinators as required

To qualify for this role you have...

- ✓ Excellent client service and follow up skills
- ✓ Strong organizational skills
- ✓ Strong computer skills, excellent knowledge of Microsoft Suite (Excel and Word) with access to a computer and internet at home
- ✓ Dependable and flexible work schedule
- ✓ Able to work independently and as part of a team
- ✓ Strong interpersonal communication skills

It would be an asset if you had...

- ✓ Previous work experience in a child care environment
- ✓ Bilingualism (French & English)

We are an equal opportunity employer. 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 hrrecruiting@afchildrensservices.ca

APPLY TODAY!