



JOIN THE ANDREW FLECK FAMILY!

Bilingual Inclusion Facilitator

Children's Inclusion Support Services

Full-time · Temporary · Unionized

Join the team at Andrew Fleck Children's Services and seize the exciting opportunity to become an Inclusion Facilitator in our Children's Inclusion Support Services Program! The Inclusion Facilitator will play a vital role in fostering an inclusive environment in licensed programs across the city. Your expertise and dedication will be instrumental in implementing recommended strategies and developmental programming to the teaching teams in our centres.

Andrew Fleck is an organization that values diversity and empowers children of all abilities to thrive. As Inclusion Facilitator you will play a pivotal role in creating an inclusive environment where every child's unique needs are met and celebrated. Apply now to join our passionate team and make a lasting impact on the lives of children throughout Ottawa!

1 Position Available

Available from: June 15th, 2026 to July 2nd, 2027

Salary: \$27.70 to \$32.44 per hour, **(Annual- \$54,015.00 to \$63,258.00)**

Compensation Includes: 3 weeks of vacation, Benefits Plan, Paid sick leave, 2 personal days, Special leave

Hours: 37.5 hours per week, 7.5 hours per day

Location: 700 Industrial Avenue, Ottawa, ON, K1G 0M5

Closing date: April 16th, 2026

Apply: E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary above market rate
- ✓ Comprehensive benefits package including 3 weeks of vacation & Benefits plan through Canada Life
- ✓ 10 days of sick leave per year and 9 days of special leave, including 2 personal days
- ✓ 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...

- ✓ Provide initial direct level of support facilitation/modeling and coaching of a variety of strategies to support quality and inclusion under the direction of the Resource Consultant.
- ✓ Support the implementation of recommended strategies and action plans
- ✓ Support skill development and transfer of knowledge to Early Childhood Educators/Providers
- ✓ Contribute to a support plan with CISS staff which includes goals and timelines for the early learning and child care programs
- ✓ Maintain targeted data collection to demonstrate reduction/changes in behaviours due to the impact of the recommended strategies
- ✓ Assist children and staff with transitions to a new group/program with challenges relating to behaviours
- ✓ Carry out required administrative duties to ensure record keeping and file information is accurate and complete

To qualify for this role you have...

- ✓ Early Childhood Education Diploma, RECE in good standing with the CECE
- ✓ Minimum two years experience working in early learning and child care programs
- ✓ Bilingualism (French and English)
- ✓ Demonstrated knowledge and experience with inclusion and behaviour guidance skills/techniques in an early learning and care environment
- ✓ Experience with data collection/record keeping
- ✓ Demonstrated knowledge and experience working with children with special needs and/or behavioural challenges
- ✓ Knowledge and expertise supporting multi-handicapped child; signing, visual impairment are all assets
- ✓ Demonstrated flexibility to job assignments
- ✓ Ability to work in a multi-disciplinary team and in various early learning and child care settings
- ✓ Ability to work flexible hours and report to work at various locations

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.

