



Bilingual Resource Consultant, Children's Inclusion Support Services Full-time · Permanent · Unionized

Andrew Fleck Children's Services is looking to hire a Resource Consultant to work in our Children's Inclusion Support Services (CISS) program. In this role you will work closely with licensed community child care programs and families in meeting the needs of including children with special needs. You will advise and consult with child care program staff, families and the staff of community agencies to develop appropriate team service plans. You will provide formal and informal training to facilitate the inclusion of children with special needs in licensed child care settings.

Available from: June 1st, 2026
Salary: \$33.06 to \$39.09 per hour, **(Annual- \$64,467.00 to \$76,225.50) + 6% RRSP**
Compensation Includes: 4 weeks of vacation annually, Health and Dental, 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
Closing date: May 22nd, 2026
Apply: E-mail a copy of your resume to hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary above market rate
- ✓ Comprehensive benefits package including 4 weeks of vacation, Health and Dental plan, Employer matching RRSP program at 6% of salary
- ✓ 18 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...

- ✓ Support the inclusion of children with special needs by observing, consulting, training and developing effective behaviour guidance strategies to be implement in licensed child care programs.
- ✓ Advocate on behalf of children with special needs in the community
- ✓ Develop and provide training to staff, parents, and others through workshops and in-services
- ✓ Create resource material to be available to programs
- ✓ Identify needs for public education and provide input to educational programs

To qualify for this role you have...

- ✓ RECE, Diploma in Early Childhood Education or Equivalent **plus** the addition of a specialized diploma/certificate (Behavioural Science Diploma, Resource Teacher Certificate, Early Interventionist Certificate, or equivalent)
- ✓ Five years experience working with children and families or experience in a related consultant position.
- ✓ Demonstrated experience and knowledge working with behaviour strategies in an early learning environment.
- ✓ Three years experience working with children with special needs
- ✓ Strong knowledge and understanding of licensed child care programs
- ✓ Fluently Bilingual in French & English
- ✓ Clear Police Record Check (Vulnerable sector) completed in the last 6 months
- ✓ Current Standard First Aid and CPR certification (an asset)
- ✓ Strong organizational, time management, group presentation and facilitation skills
- ✓ Ability to deal with competing priorities
- ✓ Demonstrated sensitivity in supporting families
- ✓ Ability to work flexible hours as required
- ✓ A current driver's license and use of a car essential
- ✓ Excellent Microsoft Office knowledge

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.

