



Home Child Care Consultant

Permanent · Full-time · Unionized

Andrew Fleck Children's Services is hiring a Home Child Care (HCC) Consultant to join our HCC Program. In this role, you will support the delivery of high-quality licensed child care by recruiting and selecting providers, providing ongoing support, delivering training, modelling best practices, and monitoring the quality of care.

Working closely with families, you will assess child, family, and provider needs to ensure appropriate placements and ongoing support. You will also build and maintain strong relationships with community partners and child care services, while staying current with sector developments through ongoing professional learning and training opportunities.

Our program offers quality, monitored, early learning and care for children, in private homes, usually in their neighborhood. Today, approximately 500 children aged three months to twelve years are cared for by dedicated Home Child Care Providers in nurturing, inclusive, supportive and stimulating home environments. Providers, parents and Consultants work together to ensure that the highest standards of health, safety, nutrition and child development are met.

Available from: June 8th, 2026

Salary: \$31.03 to \$37.07 per hour, **(Annual- \$60,508.50 to \$72,286.50) + 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

Location: Head Office, 700 Industrial Ave, Ottawa, ON * hybrid model - remote work & in office*

Closing date: May 13th, 2026

Apply: E-mail: 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 workshops, mentorship programs and courses, to upgrade skills, and develop new areas of expertise
- ✓ Participate in career development opportunities for a variety of different position types available within the AFCS organization
- ✓ A strong commitment to equity and diversity in the workplace and community

In this role you will...

- ✓ Recruit and select providers through formal and informal community channels
- ✓ Support providers through regular visits and telephone contacts
- ✓ Guide providers applying pedagogical approaches, coach, share and discuss techniques during regular contacts using HDLH and other current, research-based theories
- ✓ Monitor quality of home child care according to regulations (CCEYA); inspect homes and record spot checks
- ✓ Document and evaluate findings and provide recommendations; maintain family and provider files with reports and notes
- ✓ Work with parents and families to ensure appropriate placement and support; assess child, family and provider needs through initial contact, intake interview, pre-placement visit and subsidy referral, if required
- ✓ Maintain good working relationships with community child care and related services
- ✓ Participate in professional development through education and training, both in-house and external and keep up to date with developments in the field

To qualify for this role you have...

- ✓ 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
- ✓ A current driver's license and use of a car
- ✓ 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
- ✓ Ability to meet deadlines & prioritize tasks, adjust workload based on priorities
- ✓ Strong proficiency & demonstrated previous experience working with Microsoft Office, databases
- ✓ 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
- ✓ Fluency in French (an asset)

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!