

Date: November 2, 2018

Re: Licensed Home Child Care Program

Re: **Internal/External Job Postings**

The Children's Village has a long and distinguished history of caring for Ottawa's children. Established in 1864 as a home for orphans, it has responded over the years to the changing needs of children and their families in the community. Filled with a rich tradition of working directly with the community, our history is a testament to our commitment to children and the innovative programs they need.

CHILD CARE ADVISOR – LICENSED HOME CHILD CARE PROGRAM

Position Description:

Reporting to the Manager of the Licensed Home Child Care Program, the Child Care Advisor is responsible for the management and administration of Licensed Home Child Care services in providers' homes. Duties are performed in accordance with the Child Care and Early Years Act of Ontario (CCEYA) and the policies of the agency, taking into account the varying needs of children, parents, providers. The primary duty of the Child Care Advisor is to carry out quarterly safety checks in accordance with the CCEYA and ensure health and safety of each home is maintained. Other duties and responsibilities include:

- Recruitment of parents and providers
- Records and documentation management
- Ability to assess child development requirements for children
- Ability to work as part of a multi-disciplinary team
- Support for parents and providers
- Familiarity with a social issues that impact children and families
- Ability to implement program philosophy and curriculum in homes

Qualification for the position:

- An Early Childhood Education Diploma from an Ontario College of Arts and Technology or a recognized equivalent; Or diploma/degree in Social Work, Education or Nursing;
- Minimum five (3) years' experience working with children and families;
- Strong knowledge of child development;
- Demonstrated ability to be flexible, adaptable and work in a high demand environment;
- Ability to make sound judgments and decisions; effective prioritizing and problem solving skills;
- Exceptional interpersonal, communication and conflict resolution skills;
- Strong skills in writing and computer use;
- Valid Standard First Aid and C.P.R Certification;
- Vehicle is required
- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search issued no later than six (6) months preceding your start date.

Start Date: January 2019

Qualified individuals are invited to submit their resume **and** cover letter to Sandra Carquez, Manager, at sandrac@childrensvillage.on.ca **or fax to 613 725-9516**

**Only those selected for an interview will be contacted.
Thank you for your interest in the Children's Village of Ottawa-Carleton**