



Licensed Home Child Care Program 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.

PERMANENT HOME CHILD CARE ADVISOR

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 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;
- Minimum five years' experience working with children and families;
- Strong knowledge of the Child Care and Early Years Act;
- 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;
- Excellent writing and computer skills;
- Valid Standard First Aid and C.P.R Certification;
- Vehicle is required;
- Criminal Reference Check/Vulnerable Sector.

Starting Salary: \$54,386.65 to 65,258.52 per year (\$29.15 - \$35.86 per hour). Permanent positions include comprehensive benefit package.

Start Date: June 2, 2025

Qualified individuals are invited to submit their resume **and** cover letter by to Sandra Carquez Manager, Home Child Care program **by April 15, 2025**, at sandrac@childrensvillage.on.ca

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