



Home Child Care Consultant

Permanent · Full-time · Unionized

Andrew Fleck Children's Services is looking to hire a Home Child Care Consultant to work in our Home Child Care Program. As Home Child Care Consultant, you will ensure the provision of high-quality licensed home child care by recruiting, selecting, supporting, training and monitoring providers.

Our HCC program offers quality, monitored, early learning and care for children, in private homes, usually in their neighborhood. Today, approximately 550 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: December 14th, 2020
Salary: \$27.24 to \$32.52 per hour
Hours: 35 hours per week
Location: 700 Industrial
Closing date: November 29th, 2020
Apply: E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary and benefits including extended group health care, leave benefits, and an RRSP Program
- ✓ 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...

- ✓ Recruit and select providers through formal and informal community channels
- ✓ Support providers through regular visits and telephone contacts
- ✓ Train providers directly and indirectly; model, share and discuss techniques during regular contacts
- ✓ Monitor quality of home child care according to regulations (CCEYA); inspect homes and record spot checks
- ✓ Administer informational documentation; maintain family and provider files with all required 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 community relationships and currency of knowledge; maintain good working relationships with community child care and related services and government officials
- ✓ 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
- ✓ 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.
- ✓ Proficient Microsoft Office Skills required
- ✓ Demonstrated previous experience working with database queries an asset
- ✓ 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
- ✓ A current driver's license and use of a car essential
- ✓ An additional language would be 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!