



**Position:** Home Child Care Consultant (from 28 hours to 35 hours per week)

**Union/Management:** Unionized permanent position

**Salary:** \$44,393 - \$52,156 per annum ( based on a 35 hour work week)

**Location:** 600 – 700 Industrial Avenue  
Ottawa, Ontario

**Qualifications:** Graduate from a degree or diploma program in one or more of the following: Early Childhood Education, Social Work, Teaching, Nursing or other approved courses of study

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 Ontario Day Nurseries Act.

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.

Knowledge of word processing skills compatible with what is current in the software industry as well as what is being used at AFCCS

Excellent communication skills, both written and verbal

Strong organizational skills, record keeping and attention to detail

Proven ability to work independently as well as closely with other team members

Sensitivity and respect for individual and cultural differences

Mature judgement

A current driver's license and use of a car essential

**Bilingual French/English an asset**

**Duties:**

Recruits and selects providers; locates and recruits providers through formal and informal community channels; conducts home assessments and interviews to identify and select providers; evaluates provider suitability according to agency criteria and relevant regulations.

Supports providers through regular visits and telephone contacts; in consultation with provider, informs, encourages and assists in establishing developmentally appropriate child care techniques and programs; chooses and delivers suitable toy lending and materials from resource supply; arranges delivery of large equipment.

Trains providers directly and indirectly; models, shares and discusses techniques during regular contact; as part of a team, plans, develops, teaches and evaluates agency's formal provider training program; leads and arranges workshops, playgroups and toy libraries; facilitates provider attendance at playgroups, community courses, workshops and conferences.

Monitors quality of home child care according to regulations of the Ontario Day Nurseries Act(DNA); conducts safety checks; ensures safety, nutritional, developmental and emotional needs of all children are met; works with providers to address identified concerns; terminates contractual arrangement when necessary.

Administers informational documentation; maintains family and provider files with all required reports and notes; supplies periodic statistics and computer data; selects appropriate or requests special payment rates for each child's care; checks attendance record for payment; monitors supply of equipment in provider homes.

Works with parents and families to ensure appropriate placement and support; assesses child, family and provider needs through initial contact, intake interview, pre-placement visit and subsidy referral, if required; maintains ongoing parental contact; assesses and discusses child's developmental progress; offers information and service referrals including camp; arranges alternative care; assists in resolving concerns, conflicts and crises arising between parent and provider to facilitate smooth functioning of the child care arrangement. Facilitates parent education groups.

Participates as a team member in program and agency work; attends regular staff and board committee meetings and prepares minutes periodically; purchases program supplies; responds to general inquiries and makes service referrals; assists with agency publications ; organizes special events such as Provider Dinner, Annual Picnic, March Break/Christmas activity days.

Maintains community relationships and currency of knowledge; maintains good working relationships with community child care and related services and government officials; represents agency on community bodies and liaises with other professionals to meet client needs; maintains own knowledge through informal and formal professional development.

Participates in professional development through education and training, both in-house and external and keeps up to date with developments in the field. Participates in agency activities and staff and committee meetings as required.

**Hours of Work:**

From 28 hours up to 35 hours per week

**Available from:**

August 3, 2010

**Apply in writing to:**

Kim Hiscott

Executive Director / Directrice générale

Andrew Fleck Child Care Services/ Les Services à l'enfance Andrew Fleck  
700 Industrial Avenue, Suite 600  
Ottawa, ON K1G 0Y9  
Fax: 613-736-8378  
E-mail: [hrrecruiting@afchildcare.on.ca](mailto:hrrecruiting@afchildcare.on.ca)

**Closing date:**

July 9th, 2010

We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone inquiries please. Nous remercions toutes les personnes intéressées; par contre nous ferons appel seulement aux personnes choisies pour une entrevue. S.V.P. pas d'appel téléphonique.

This position is open to both male and female applicants. Ce poste est ouvert aux candidats féminins et masculins.