

Evered Location is Seeking a New Permanent Home Child Care Advisor!

Are you someone who enjoys collaborating and creating new partnerships with Home Day Care Providers?

Are you able to administer a caseload of daycare homes while recruiting, screening and approving new Home Child Care Providers?

Do you like your workday to have a variety of things to do?

Do you want to be part of a dynamic team that makes a difference in the lives of young children and families in Ottawa?

If you want to start your journey and join a fun, supportive and dynamic team who work together to help children grown and thrive, then we want to hear from you!



We are seeking a Home Child Care Advisor to join our team in a permanent full-time position.

The Home Child Care Advisor, under the direction of the Home Child Care Manager, is responsible to manage and administer a caseload of daycare homes. Duties are performed in accordance with the Child Care and Early Years Act (CCEYA) and the policies and procedures of Mothercraft Ottawa.

The Home Child Care Advisor will assess new partnerships with Home Day Care Providers, identify and address barriers, promote developmentally appropriate and non-biased programs guided by family support principles, and delivered within the context of Mothercraft's mission and strategic plan.

If you want an opportunity to be the new Home Child Care Advisor and join our team in our Evered location (475 Evered Avenue, Ottawa, ON), email your resume and cover letter to: teresa.lacroix@mothercraft.com by March 10, 2023.

This position is 37.5 hours per week, Monday to Friday. Occasional evening or weekend hours may be required. This position qualifies for our competitive vacation leave, group health benefits and health care spending account as per Mothercraft policies.

Our Values

Through our work with families, staff, partners and the community, Mothercraft is dedicated to:

- Creativity: Exploring possibilities
- Nurturing: Supporting each other with compassion
- Inclusivity: Welcoming and encouraging diversity
- Integrity: Acting with honesty and reliability
ENJOY
- Collaborative Relationships: Built on respect and communication.

QUALIFICATIONS:

- Registered Early Childhood Educator
- Minimum of two years' experience in working with children and adults in a supervisory capacity
- Satisfactory vulnerable sector check that is within three months prior to date of hire
- Valid standard first aid and CPR Level C certification
- Working knowledge of the CCEYA
- Working knowledge of related community resources in the city of Ottawa
- Knowledge of local government and community agencies
- Must have access to a vehicle and a valid driver's license
- Demonstrated time management skills
- Must be able to work flexible hours
- Bilingualism is an asset
- High level of integrity and work ethic
- Ability to use a computer and various software programs
- Manage routine financial transactions
- Expected that staff will engage in continuous professional learning opportunities

EXAMPLE OF JOB DUTIES

- Recruit, screen and approve Home Child Care Providers
- Conduct home assessments and evaluate suitability for provision of child care according to agency criteria and CCEYA legislation
- Enforce Mothercraft Ottawa policies and procedures and the CCEYA guidelines in each Provider's home
- Arrange and conduct intake interviews with families and assess care needs
- Arrange placement visits and completes contracts
- Monitor and assess child care through regular visits to the Provider's home in accordance with the CCEYA and Mothercraft Ottawa policies and procedures
- Conduct safety inspections of Providers homes and ensure safety standards are met
- Promote developmentally appropriate and non-biased programs and activities in Provider homes
- Inform and promote Mothercraft Ottawa policies to Providers and parents
- Arrange alternate care as required
- Provide support to the Provider, parent, and child relationships
- Prepare reports and maintain files for Providers and children as required by the CCEYA and Mothercraft Ottawa policies and procedures
- Report serious occurrences to the Ministry of Education and other agencies as required
- Participate in the development of training for Providers
- Organize, prepare, and present workshops
- Review and approves Providers monthly attendance records
- Assume the responsibility of a co-worker caseload when necessary
- Purchase and deliver equipment and supplies to Providers
- Describes and promotes Mothercraft Ottawa's programs to new parents, Providers, and the community
- Promotes a nurturing environment and activities which encourage interaction among children and adults across cultures; role models appropriate interaction and behaviour management techniques with children; supports Providers in solving problems with understanding and referrals to resources and programs

- Assists in supporting and informing the Providers and the community through written resource materials, newsletters, and other means of communication; responds to telephone and email inquires
- Inviting conversations and information sharing about child development, nutrition, play and inquiry based learning, and other topics that support their role
- Assists in providing information and helps Providers link to other programs and services in the community, such as health services, assessment services and recreation programs
- Identifies the need for the purchase of toys and games suitable for infants, toddlers, preschoolers, school-aged children, and children with special needs
- Assists in maintaining and developing home child care information and resources
- Participates in external committees where appropriate
- Identifies Provider training needs; develops training plans and arranges workshops meeting identified needs; plans and delivers the workshops when needed
- Maintain a professional appearance, demeanour, and attitude at all times
- Maintain a high level of confidentiality in all interactions
- Protect the health and safety of others by adopting safe work practices and reporting unsafe conditions immediately
- Ensure compliance with provincial regulations and agency policies, procedures, and best practices
- Perform other reasonable duties that may be assigned

SALARY AND BENEFITS:

Salary: Starting at \$26.87/ hour

Vacation starting at 3 weeks, plus comprehensive group health benefits and Health Care Spending Account as per our policy manual

Access to ongoing Professional Development, including an annual agency-wide PD day (agency closes). Programs closure for the days between Christmas and New Years.

Start Date: March 27, 2023 or earlier/as soon as possible thereafter

Mothercraft Ottawa reserves the right to modify the terms of its benefit packages, from time to time, in its sole discretion.

Please note that while we appreciate your interest in the position, only applicants who are short listed for an interview will be contacted.

Mothercraft Ottawa is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Mothercraft Ottawa will make accommodations available to applicants with disabilities upon request during the recruitment process.

Mothercraft Ottawa strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, Mothercraft Ottawa will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.