

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

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

Do you enjoy managing all aspects of a Home Child Care Department in consultation with Home Child Care Advisors and Executive Director?

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 Program Manager to join our team in a permanent full-time position.

The Home Child Care Program Manager, under the direction of the Executive Director, is responsible to manage all aspects of our Licensed Home Child Care Department. She/He manages the Home Child Care Advisors and other HCC Staff and administers 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 Program Manager 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 Program Manager for our Evered location in Ottawa (475 Evered Avenue, Ottawa, ON), submit your resume and cover letter quoting posting #MC2300-EVE outlining how you would be a great fit in our non-profit child and family services agency to Teresa Lacroix, Human Resources teresa.lacroix@mothercraft.com by December 10, 2023.

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:

- MUST BE: Registered Early Childhood Educator in good standing with the CECE.
- Minimum of two years' experience in working with children and adults in a supervisory capacity.
- Appreciation and strong knowledge of the importance of early childhood development.
- Strong working knowledge of the CCEYA.
- Extensive knowledge of the child and family service system for Ontario.
- Strong communication, organizational and teamwork skills and a collaborative approach to problem-solving and decision making.
- Proven ability to communicate effectively and establish appropriate relationships with families and caregivers to provide educational support.
- Experience with and sensitivity to various minority and socio-economic groups.
- Working knowledge of related community resources.
- Proficiency in the use of computers and various software applications.
- Demonstrate a high level of initiative, integrity, work ethic and enthusiasm.
- Valid first aid and CPR level C certification, including infant and child.
- Satisfactory vulnerable sector police check.
- Experience and proven ability in working with adults and the public.
- Demonstrated time management skills.
- High level of integrity and work ethic.
- Valid driver's license and reliable access to a vehicle.
- Must be able to work flexible hours.
- Strong management and leadership skills.
- Strong organizational, interpersonal and communication skills.
- Problem solver and proactive thinker.
- Ability to work both independently and in a team environment.
- Ownership skills.
- Expected that staff will engage in continuous professional learning opportunities.

JOB DUTIES:

- Plans, evaluates, and revises the Home Child Care Department in consultation with the Advisors and Executive Director.
- Manages all aspects of Licensing, including inspections, documentation, administration and licensing process.
- Accountable for ensuring compliance with provincial regulations and agency policies, procedures, and best practices throughout the Home Child Care Department.
- Interviews potential candidates for Advisor positions.
- Spot checks Advisors files for accuracy, and the homes assigned to Advisors to ensure consistency in quality and adherence to Mothercraft policies and CCEYA guidelines.
- Recruits, screens and approves Home Child Care Providers.
- Conducts home assessments and evaluates suitability for provision of child care according to agency criteria and CCEYA legislation.
- Reports serious occurrences to the Ministry of Education and other agencies as required. Responsible to ensure these reports are filed and follow up reports completed.
- Promotes Professional development of department staff and Providers, identifying training needs of all working in the program.
- Oversees and works to maintain the enrollment in our homes.
- Accountable for the organization, preparation and presentation of workshops and training opportunities for department staff, Home Child Care Providers, and families as appropriate.
- Monitors the annual program budget with Advisors, Executive Director and the Director of Corporate Services.
- Identifies the need for the purchase of toys and games suitable for infants, toddlers, preschoolers, school-aged children, and children with special needs. Approves purchases and sign receipts.
- Signs Advisors timesheets and mileage sheets.

- Assists in maintaining and developing home child care information and resources.
- Participates in external committees where appropriate.
- Organizes and runs monthly staff meetings.
- Works closely with other Program Managers and other Licensed Home Child Care Managers.
- Keeps accurate records.
- Accountable for, either through supervision of Advisors, or through direct oversight of own Provider case load:
 - Enforcing Mothercraft Ottawa policies and procedures and the CCEYA guidelines in each Provider's home.
 - Arranging and conducting intake interviews with families and assesses care needs.
 - Arranging placement visits and completes contracts.
 - Monitoring and assessing child care through regular visits to the Provider's home in accordance with CCEYA and Mothercraft Ottawa policies and procedures.
 - Conducting safety inspections of Providers homes and ensures safety standards are met.
 - Promoting developmentally appropriate and non-biased programs and activities in Provider homes.
 - Informing and promoting Mothercraft Ottawa policies to Providers and parents.
 - Arranging alternate care as required.
 - Providing support to the Provider, parent and child relationships.
 - Preparing reports and maintains files for Providers and children as required by the CCEYA and Mothercraft Ottawa policies and procedures.
 - Reviewing and approves Providers monthly attendance records.
 - Assuming the responsibility of a co-worker's caseload when necessary.
 - Purchasing and delivering equipment and supplies to Providers.
 - Describing and promoting Mothercraft Ottawa's programs to new parents, Providers and the community.
 - Promoting a nurturing environment and activities which encourage interaction among children and adults across cultures.
 - Role modeling appropriate interaction and behaviour management techniques with children.
 - Supporting Providers in solving problems with understanding and referrals to resources and programs.
 - Assisting 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.
 - Assisting in providing information and helps Providers link to other programs and services in the community, such as health services, assessment services and recreation programs. Supports low-income families with same services.
- Communicates clearly and effectively.
- Shows an awareness and sensitivity to minority and socio-economic groups.
- Encourages a high level of initiative and enthusiasm for the department.
- Creates new games, ideas and promotions to keep Mothercraft's programs relevant and exciting.
- Works independently and in a team environment while under pressure when required.
- Maintains a professional appearance, demeanor, and attitude at all times.
- Maintains a high level of confidentiality in all interactions.
- Protects the health and safety of others by adopting safe work practices and reporting unsafe conditions immediately.
- Performs other reasonable duties that may be assigned.

SALARY AND BENEFITS:

Hourly rate starting at \$32.14 per hour with increases as per our compensation policy.

This position qualifies for our competitive vacation leave (starting at 3 weeks per year), 15 day paid sick leave per year, comprehensive group health and dental benefits with health care spending account, Employee Family Assistance Program (EFAP), and Telus Health as per Mothercraft policies. Access to

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

HOURS OF WORK:

This position is 37.5 hours per week.

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

COVID-19 considerations: All candidates must be fully vaccinated for COVID-19. All current Ottawa Public Health recommended Covid protocols are in place.

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.