



INTERNAL / EXTERNAL JOB POSTING

Parents' Home Child Care of Ottawa

Posting Date: Tuesday, January 31, 2023

POSITION: Permanent Program Coordinator/Home Advisor, Parent's Home Child Care: located at 10 Fifth Avenue

START DATE: ASAP

DAYS and HOURS: 5 days / 40 hours per week.

WAGES and BENEFITS: \$23.93 per hour, plus \$2 per hour wage enhancement (pending funding) plus benefits as per the Collective Agreement. A copy of the joint collective agreement can be found at: <https://2204.cupe.ca/resources/collective-agreement>.

EDUCATION: Completed E.C.E Diploma and must be registered and in good standing with the College of Early Childhood Educators.

JOB DESCRIPTION: The Program Coordinator /Home Advisor is responsible for the licencing with the Ministry of Education. 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, and providers. As part of the PHCC team, the Program Coordinator/Home Advisor is also responsible for developing agency policies in consultation with the greater home child care community, carrying out quarterly safety checks in accordance with the CCEYA and ensuring that the health and safety of each home is maintained. We are a unionized centre: for more information, please visit the CUPE 2204 website at <https://2204.cupe.ca>

Other duties and responsibilities include:

- Ability to work individually and as part of a team
- Recruitment of new providers
- Filling spaces using the City of Ottawa's centralized waiting list
- Support for parents and families
- Ability to assess child development and make referrals if necessary
- Familiarity with social and cultural issues that impact children and families
- Supporting providers in implementing How Does Learning Happen in their homes
- Records and documentation management



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QUALIFICATIONS:

- Current R.E.C.E in good standing with the College of Early Childhood Educators
- Minimum five (5) years' experience working with children and families
- Strong knowledge of child development
- Current First Aid and CPR certification
- Current Police Records Check for service with the Vulnerable Sector
- Proof of up-to-date immunizations
- WHMIS Certification
- Valid driver's licence and own vehicle

SKILLS AND EXPERIENCE

- 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
- Strong organizational skills
- Strong skills in writing and computer use
- Demonstrated knowledge of How Does Learning Happen Pedagogy
- Ability to lift and deliver equipment to Providers' homes
- Experience working within a cooperative setting.

CLOSING DATE: Monday, February 6, 2023 at 5:30 p.m. No applications will be accepted after the closing date and time.

Please send cover letter and resume by e-mail to: gpdc_phcc@bellnet.ca

We are an equal opportunity employer.

Only candidates selected for an interview will be contacted.