



Applications are Invited for the Position of Child Care Advisor

Community Child Care of Ottawa is looking for a dynamic, independent, ethical team player to join our licensed home child care team.

THE JOB:

You will report to the Executive Director and be responsible for recruiting, monitoring, supporting and maintaining good relations with home child care providers. You will also follow up on applications for child care and attend introductory meetings with providers and parents in an attempt to find the best placement for each child.

You will be responsible for a number of child care homes. Each quarter you will conduct an unannounced safety inspection of each home according to Ministry of Education guidelines. At least once each month you will visit each of your providers to promote their professional development and to offer support and guidance. You will develop and support positive working relationships with parents and providers and be available for guidance, consultation and problem solving.

You will join our team of staff members who are highly experienced and deeply committed to the organization, the providers and the families and children we serve.

QUALIFICATIONS:

You must be a Registered Early Childhood Educator or have other related education and experience sufficient to be granted Ministry of Education director approval. You must also have experience working in the children's services sector and be skilled in conflict resolution based on ethical considerations. Strong observation reporting, writing skills and verbal communication in English are essential. You should have experience with people of different cultures and backgrounds and be comfortable working with people with wide-ranging levels of competence in English conversation and literacy.

You must have a clear Police Records Check for the Vulnerable Sector, current health assessment and immunization record, Standard First Aid with infant/child CPR certification and daily use of a vehicle and be willing to work overtime occasionally.

Experience in home child care is a definite asset. A working knowledge of the *Child Care and Early Years Act* and Regulations is an asset. Supervisory experience in the not-for-profit sector and being bilingual or having knowledge of another language are also assets.

APPLICATION:

Please submit your resume and covering letter by September 22, 2017 to:

Director, Community Child Care of Ottawa,
2 MacNeil Court,
Kanata ON K2L 7H4
or by e-mail to director@communitychildcare.ca.

Only those selected for further consideration will be contacted.