



Position: Child Care Advisor

Contract Position: 4 or 5 days a week, 1-year contract renewable. Possibility of permanence

Available: mid-September 2018 (exact date negotiable)

Location: Kanata, Ontario

Scope of Position

A Child Care Advisor is responsible and accountable for the management of a caseload of home child care providers within the framework of Community Child Care of Ottawa's philosophy and strategic direction. As a member of the team you would be responsible for the selection of provider homes, the placement of children and the ongoing monitoring of homes according to legislative, statutory and procedural requirements.

Qualifications

Degree or diploma in Early Childhood Education or other equivalent education and experience sufficient to acquire Ministry of Education director's approval

Proven ability to work closely with team members and other adults

Proven ability to work independently

Sensitivity and respect for individual and cultural differences

Good English oral and written communication skills

Comfortable using Windows-based computers, skill in Word, Excel, Adobe Reader as a minimum

Clear police records check for the vulnerable sector, less than six months old at start date

Up-to-date immunization

Car and current driver's license are required

Standard First Aid/CPR

Additional language would be an asset

Experience: at least 3 to 5 years progressive experience in the field of Early Childhood

Education or social services working with families. Experience with licensed home child care is an asset

Apply in writing to:

Community Child Care of Ottawa

2 MacNeil Court

Kanata, ON K2L 4H7

Email: director@communitychildcare.ca

Closing date: July 27, 2018