

ANDREW FLECK CHILDREN'S SERVICES
JOB DESCRIPTION

JOB CLASS: Home Child Care Consultant

JOB TITLE: Home Child Care Consultant

LOCATION: 700 Industrial Avenue

REPORTS TO: Director, Home Child Care

SUMMARY:

Ensures the provision of high-quality licensed home child care by recruiting, selecting, supporting, training and monitoring providers. Endeavours to meet the needs of families and children in licensed home child care. Facilitates good relations among parents, providers and the agency. Follows requirements of all municipal, provincial and federal regulations; follows policies and procedures identified in the Child Care and Early Years Act (CCEYA); and follows the policies and procedures of Andrew Fleck Children's Services.

KEY OBJECTIVES:

- To perform duties in accordance with the mission statement and core values of AFCS & the mandate of HCC
- To secure and facilitate licensed home child care placements that meet the child care and developmental needs of children and their families.
- To ensure a licensed home child care environment that meets the requirements of CCEYA and promotes optimum physical, emotional, social and intellectual growth of the children.
- To comply with the Agency and Home Child Care Program's administrative requirements.

RESPONSIBILITIES WILL INCLUDE BUT NOT BE LIMITED TO:

1. Recruits and selects providers; locates and recruits providers through formal and informal community channels; conducts home assessments and interviews to identify and select providers; evaluates provider suitability according to agency criteria and relevant regulations.
2. Supports providers through regular visits and telephone contacts; in consultation with

provider, informs, encourages and assists in establishing developmentally appropriate child care techniques and programs; chooses and delivers suitable toys, books and materials from resource supply; arranges delivery of large equipment.

3. Trains providers directly and indirectly; models, shares and discusses techniques during regular contact; as part of a team, plans, develops, teaches and evaluates agency's formal provider training program; leads or arranges workshops, playgroups and toy libraries; facilitates provider attendance at playgroups, community courses, workshops and conferences.
4. Monitors quality of home child care according to regulations (CCEYA); inspects homes and records spot checks; ensures safety, nutritional, developmental and emotional needs of all children are met; works with providers to address identified concerns; terminates contractual arrangement when necessary.
5. Works with parents and families to ensure appropriate placement and support; assesses child, family and provider needs through initial contact, intake interview, pre-placement visit and subsidy referral, if required; maintains ongoing parental contact; assesses and discusses child's developmental progress; offers information and service referrals including camp; arranges alternative care; assists in resolving concerns, conflicts and crises arising between parent and provider to facilitate smooth functioning of the child care arrangement. Facilitates parent education groups.
6. Administers informational documentation; maintains family and provider files with all required reports and notes; supplies periodic statistics and computer data; selects appropriate or requests special payment rates for each child's care; checks attendance record for payment; monitors supply of equipment in provider homes.
7. Participates as a team member in program and agency work; attends regular staff and board committee meetings and prepares minutes periodically; purchases program supplies; responds to general inquiries and makes service referrals; assists with agency publications; organizes special events such as Provider Dinner, Annual Picnic, March Break/Christmas activity days.
8. Maintains community relationships and currency of knowledge; maintains good working relationships with community child care and related services and government officials; represents agency on community bodies and liaises with other professionals to meet client needs; maintains own knowledge through informal and formal professional development.
9. Participates in professional development through education and training, both in-house and external and keeps up to date with developments in the field. Participates in agency activities and staff and committee meetings as required.

10. Other duties as may be assigned by the Program Director.
11. Works in accordance with Ontario Occupational Health and Safety Standards.

QUALIFICATIONS

- RECE – Diploma in Early Childhood Education or Equivalent recognized by the College of Early Childhood Educators and Registration with the College of Early Childhood Educators
- Over 5 years of experience working with children and families with demonstrated knowledge of home child care
- Experience and proven ability to supervise and support adults
- Proven competency in interpersonal and assessment skills both with children and adults
- Sound knowledge of child development and programming
- Knowledge of word processing skills compatible with what is current in the software industry as well as what is being used at AFCS
- Excellent communication skills, both written and verbal
- Good administrative skills
- Proven ability to work independently as well as closely with other team members
- Sensitivity and respect for individual and cultural differences
- Mature judgement
- A current driver's license and use of a car
- An additional language would be an asset