

EARLYON CHILD AND FAMILY CENTRE CO-ORDINATOR

The Community and Human Services Department has an opening for one (1) **permanent full time** EarlyON Child and Family Centre Co-ordinator. This is a non-union position and reports to the Children's Services Manager. This position is responsible for coordinating a broad range of high quality early years programs and services.

Duties:

- In consultation with the Children's Services Manager, plan and integrate strategic initiatives in the on-going development and transition of the EarlyON Child and Family Centres while working with community partners.
- Develop service contracts and purchase of service agreements with lead agencies.
- Coordinate and assist the Children's Services Manager with the implementation and evaluation of funding policy and program guidelines to support the Hastings County Early Years Service Plan.
- Assist with the implementation of a wide range of core and customized programs and services in the early years sector.
- Under the direction of the Children's Services Manager, oversee EarlyON programs and services including budgeting, resource allocation, evaluation, partnership development and marketing.
- Research, develop and recommend short and long-term service delivery strategies in accordance with the Children's Services strategic directions, guidelines and legislative program requirements.
- Coordinate and facilitate meetings, info sessions and focus groups in the development of an expanded system to ensure stakeholder engagement and support change management practices to build community capacity in a collaborative manner.
- Assist with the implementation and ongoing success of the EarlyON Child and Family Centres systems work plan that monitors the execution of clearly articulated milestones and actions.
- Ensure ongoing compliance with all Ministry initiatives, reporting, policies and procedures as it relates to the Early Learning and Child Care(ELCC) transformation.

Qualifications:

- Early Childhood Education diploma and/or university degree in a relevant field. (eg. Human Services, Child Development, Community Development, Social Services).
- Minimum three years supervisory experience.
- Knowledge of early childhood development.
- Demonstrated competence in project coordination, program implementation, process improvement, change management and program evaluation, ideally in a children's services system.
- Strong knowledge of Early Learning and Child Care provincial legislation and Ontario Early Years framework, including How Does Learning Happen.
- Demonstrated experience in community engagement and working collaboratively with community partners.
- Understanding of culturally responsive Indigenous pedagogy and its importance.
- Excellent written and verbal communication, facilitation and presentation skills.

Enhanced Qualifications

- Knowledge of Hastings County Communities and Culture is an asset.
- Verbal and written fluency in French would be an asset.

Salary Range: To Be Determined

Applications for this position will be received in the Human Resources Department until **4:00 p.m. on Friday, February 9, 2018.**

Please quote Job Posting # 2018-NON-CHS-55 and your Name in the Subject Line

Please forward applications to: careers@hastingscounty.com

County of Hastings, 235 Pinnacle Street, Belleville, Ontario K8N 3A9

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity.

We thank all applicants for their interest in this position; however, only those applicants selected for an interview will be contacted.

The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.