

County Administration Buildings, Belleville, Ontario

## CHILDCARE CASEWORKER

The Community and Human Services Department has an opening for one (1) **temporary full time** Childcare Caseworker. This is a unionized position and reports to the Childcare Supervisor. This position is responsible to manage all aspects of Childcare caseload including the determination of ongoing eligibility for subsidized child care assistance and placement.

### Duties:

- Maintain up to date applicant files, recording all changes in circumstances with follow-up notations and prepare resulting correspondence to client.
- Record appropriate child care provider and care codes in the Ontario Childcare Management System.
- Calculate Income Reductions and self-employment income as directed under the Ontario Child care Service Management and Funding Guidelines as well as Internal Policies.
- Maintain regular communication with services providers and referring Community Service Agencies regarding Special Needs referrals, eligible hours and changes in care requirements.
- Ensure information is accurately entered into the Ontario Childcare Management System and coded correctly with the appropriate child care provider and care codes.
- Review and complete legislated forms and determine eligible hours for new applicants and reapplications for financial assistance under the Ontario Child Care Service Management and Funding Guideline for subsidized child care spaces, unlicensed recreational camps, Ontario Works, Children's Special Needs Referrals and Parent Special Needs Referrals.
- Review, calculate and approve monthly child care invoices from child care providers for every eligible child comparing care used to the care approved.
- Monitor children's absences and sick time to ensure clients remain within the allowable number of day and prepare correspondence to advise parents if limits have been exceeded.
- Determine, review and monitor eligibility for transportation requests.
- Identify personal, family and social problems of applicants and, where possible, assist the applicant/recipient in planning a process of remedial action.
- Maintain daily contact with service providers and referring Community Service Agencies regarding Special Needs referrals, client eligible hours, changes in care or any other matters.
- Ensure applicants are aware of the services provided by the department and other community agencies.
- Establish and maintain supporting working relationships with Child Care Providers and Community Agencies.
- Accept responsibility for the design, implementation and management of special projects and new programs. Maintain accurate program statistics to track and measure outcomes as required.

### Qualifications:

- University Degree or College Diploma in Social Service Work.
- Knowledge of the Child Care and Early Years Act, Income Testing Regulations and Ontario Works.
- Two or more years related experience in social or Human Services.
- Strong computer skills including a sound knowledge of Microsoft Word and Excel.
- Knowledge of the Ontario Child Care Management System Computer Program
- Ability to effectively communicate with staff, families, the public and professional organizations.
- Excellent interpersonal skills with a primary focus on attributes related to interacting with children to foster an environment conducive to their well being.
- Must possess a current valid Driver's License and have reliable transportation.

### Other Considerations/Enhanced Qualifications

- A diploma or degree in an alternate discipline may be considered equivalent.
- Knowledge of the Quality Initiative program.
- Previous experience in Early Childhood Education.
- Experience in Public Relations.

**Salary Range:** \$43,928.58 to 48,265.78 per annum

Applications for this position will be received in the Human Resources Department until **4:00 p.m. on Friday, February 2, 2018**

**Please forward applications to:** [careers@hastingscounty.com](mailto: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.*