



**County Administration Buildings
Belleville, Ontario**

2022-NON-CHS-246

Childcare System Coordinator

**Temporary Full-Time
Approximately 2 years**

Hastings County has an opening for one **(1) temporary full-time Childcare System Coordinator** position. This non-union position is responsible for developing and coordinating strategies for the Canada Wide Early Learning and Child Care funding and program policy initiatives in response to ongoing system transformation and in alignment to evolving provincial and regional director.

Duties:

- In consultation with the Children's Services Manager, contributes to the planning, development of the local implementation of the Canada Wide Early Learning and Child Care System, in compliance with the Child Care and Early Years Act and provincial guidelines.
- Prepare funding forecast models and provide recommendations for service system management using Ministry funding allocations and guidelines.
- Under the direction of the Children's Services Manager develop, monitor and implement a program evaluation framework, including key performance indicators, communication, budget adherence, timelines, and outcomes.
- Work with internal and external partners to support and facilitate Professional Development opportunities within the Children's Services community.
- Responsible for coordinating and/or providing training of child care operators according to the respective needs of each centre. The training may include but not limited to workshops, networking opportunities, and peer support.
- Keep child care providers up to date on current best practices and the Ministry of Education vision and directives as they related to quality initiatives.
- Participate in child care network meetings and community meetings as required.
- Communicate status and project updates, developing draft Council Reports, internal/community partner reports, briefing notes, and other communications.
- Under the direction of the Children's Services Manager, develop local service system management processes, guidelines, accountability tools, and child care provider resources and tools to support system partners in delivering on shared priorities and outcomes.
- Under the direction of the Children's Services Manager, develop responses to proposed Canada-Wide Early Learning Child Care System legislative and regulatory guidelines and policy changes as well as provides recommendations and analysis for local policy development regarding emerging issues affecting service delivery.
- Research, analyze and seek out subject matter expertise through Regional/Provincial. National colleagues and implementation.
- Collaborate with both internal and external partners to support transformation within the early years and child care system.

- Protect own health and the health and safety of others by adopting safe work practices and reporting unsafe conditions immediately. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.
- Other duties as may be required or assigned from time to time.

MINIMUM 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.

HOURS OF WORK: 8:30am to 4:30pm, Monday to Friday

SALARY RANGE: \$75,575 - \$88,392 per annum

Closing Date: Thursday, July 21, 2022 by 4pm

Please send resume and cover letter by email to: careers@hastingscounty.com

Quote: 2022-NON-CHS-246 – "Your Name" in the subject line

Juliana Alvarez-Molina
Human Resources Advisor
Talent Management & Acquisition

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 candidates who apply, but advise that only those persons 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. The successful candidate will be required to provide a clear Criminal Record Check and/or Vulnerable Sector Check and proof of being fully vaccinated against COVID-19 or eligible approved exemption by Hastings County.