



HEAD OFFICE:
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Heritage Home Child Care Services is a non-profit organization serving children and families since 1985. Heritage operates two child care centres and a home child care agency in the Scarborough area.

Interested applicants must submit their resume or CV before July 31, 2017 in order to be considered in the hiring process. This is a part time position (3 days/week) with the option to grow the position to a full-time status.

1. Job Title: Home Child Care Consultant, Part Time Position
2. Qualifications: Registered Early Childhood Educator plus minimum of 2 years child care administrative experience (i.e. supervisor.) Director Approval is needed.
3. Responsibilities:

The Home Child Care Consultant's responsibilities will include:

- (a) the recruitment, assessment and orientation of new home child care providers as outlined in the agency's policy manual (including the Child Care and Early Years Act and Toronto Children's Services Home Child Care Assessment for Quality Improvement)
- (b) visiting the home-based child cares on a monthly and quarterly basis to ensure the providers continue to provide suitable care and follow their contractual agreement to Heritage's policies and procedures, regulations and legislative requirements.
- (c) interviewing families, assessing their needs and placing children in suitable homes. Communicating with parents to determine their needs and ensure they are satisfied with the child care placement/service is expected.

- (d) developing and maintaining positive relationships with parents, children, providers and colleagues as well as, follow ethical and professional practices.
- (e) facilitating evening workshops. Knowledge and understanding of adult education principles is required as the Home Child Care Consultant will be responsible for planning and implementing training sessions geared toward the home-based provider.
- (f) Communicating verbally and in writing. The job demands a significant amount of report writing, dialoguing with parents, colleagues and community.
- (g) strong commitment to continuous professional learning.

The successful candidate should meet the following qualifications:

- ECE diploma or equivalent, plus a valid/current RECE assignation
- Minimum 2 years' experience in child care administration
- Home Visiting experience an asset
- Valid Standard First Aid/CPR certification
- A genuine love and commitment to their profession and work with young children
- Experience with mentoring, coaching and training adults
- Excellent verbal and written communication skills
- Understanding of the complexities of the home child care sector
- Ability to work with diverse families
- Possess excellent professional and best practice skills with colleagues, families and other professionals
- Knowledge of City of Toronto Home Child Care Assessment for Quality Improvement, Child Care and Early Years Act legislation and "I care for kids, I care for Quality" training program
- Solid understanding of the application of the provincial Home Visitor Checklist
- A clear health and criminal reference check is necessary prior to employment
- Immunization as recommended by Toronto Public Health
- Must own a car, hold a valid driver's license and appropriate auto insurance
- Must be available to work some evenings and at our child care centres on occasion
- Computer skills in Word and Excel, PowerPoint

Resumes can be:

- *faxed to: Attention Gaby Chauvet 416-754-8842*
 - *e: mailed to: heritage.hcc@rogers.com*
- NO PHONE CALLS PLEASE**