



HOME CHILD CARE SERVICES

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.

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.
- (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 and to the Standards of Practice for the profession.

The successful candidate should meet the following qualifications:

- ECE diploma or equivalent, plus a valid/current RECE assignment
- 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
- Ability to work independently and take initiative
- 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 as related to home child care
- Solid understanding of the application of the provincial Standard Home Visitor Checklist
- A clear health and criminal reference check is necessary prior to employment
- Immunization as recommended by Toronto Public Health
- Heritage observes a COVID 19 Vaccination Policy
- 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
- Demonstrated competency with Word, Excel, PowerPoint (Microsoft Office Suite) and Apple iPads/iPhones

Benefits:

- Dental care
- Extended health care
- On-site parking
- Paid time off
- RRSP match
- Vision care

Schedule:

- 8 hour shift – in-office/field work
- Day shift/some evenings
- Monday to Friday

COVID-19 considerations:

- We require COVID 19 full vaccination.

Ability to commute/relocate:

- Scarborough, ON: reliably commute or plan to relocate before starting work (required)
- Must own a car and valid vehicle insurance.

Licence/Certification:

- Registered Early Childhood Education (required)

Work Location: In person

***Resumes can be:***

faxed to: Attention Gaby Chauvet 416-754-8842

e: mailed to: [info@heritagechildcare.ca](mailto:info@heritagechildcare.ca)

NO PHONE CALLS PLEASE