

THE UNITED COUNTIES OF LEEDS AND GRENVILLE
Community and Social Services

invites applications for the position of:

Resource Consultant
EarlyON Child and Family Centre
Permanent Part-Time
Hours: 22.5
Start Date: Immediately
Location: Brockville, ON

Salary (2024 Grid 6): \$29.60/hr – \$35.26/hr

Please note: This position is part of the OPSEU Local 494 bargaining unit

Position Summary:

Reporting directly to the EarlyON Supervisor, and indirectly to the Manager, Children’s Services and Director, Community and Social Services, the Resource Consultant is responsible for the development and implementation of activities that enhance the interaction between children and their parents or other caregivers.

Qualifications:

- Registered Early Childhood Education (RECE) designation required.
- Registered and in good standing with the College of Early Childhood Educators.
- Minimum one year working experience in the children’s services sector with families/caregivers and children.
- French Language skills, verbal and written an asset.
- A working knowledge and understanding of How Does Learning Happen? Ontario’s Pedagogy for Early Learning an asset.
- Thorough knowledge of programming and curriculum development for young children.
- Knowledge of family support and adult education principles.
- Knowledge and proven skill in community development an asset.

COMPETITION: CSS-24-114 Resource Consultant, PPT
POSTING DATE: Friday, July 26, 2024 (4:00 p.m.)
CLOSING DATE: Tuesday, August 6 2024 (4:00 p.m.)

- Possess a comprehensive knowledge of community agencies/organizations which interface with the Community and Social Services Division.
- Excellent interpersonal, organizational, project management and communication skills.
- Demonstrated ability to accommodate competing demands and determine priorities.
- Ability to work independently and within a team-delivered organizational model.
- Demonstrated computer proficiency in relevant software programs (i.e. Office, Outlook).
- Ability to demonstrate sensitivity and responsiveness to the needs of the community.
- Ability to work flexible hours including evenings and weekends depending upon the needs of the community.
- Must be willing to travel to locations within the geographic area of Leeds and Grenville. May be required to work at any/all EarlyON program locations.
- The possession and maintenance of a valid driver's licence and access to a vehicle is required.

Position Responsibilities:

1. Perform the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Perform the responsibilities of the position consistent with the operational policies of the United Counties of Leeds and Grenville.
2. Develop and implement an Information and Referral Service to assist parents find, choose and link with partner agencies and services to assist them in their caregiver role.
3. Participate in the development and implementation of training and educational opportunities for parents and caregivers that will support them in their role of caring for children.
4. Provide input to an annual training and education strategy for parents and caregivers in response to identified community needs.

5. Develop training materials for caregivers and facilitate training sessions and workshops.
6. Provide mobile services to support parents and caregivers in their care-giving role.
7. Develop and implement adult/child drop-in programs designed to enhance the interaction between children and their parents and caregivers as well as parent-education learning opportunities.
8. Program and facilitate scheduled drop-ins in assigned locations.
9. Develop and distribute publications for the organization including newsletters/brochures and media ads to engage participation of families.
10. Maintain all files with current and appropriate documentation.
11. Assist the EarlyON Supervisor, in ensuring high-quality service delivery to families in Leeds and Grenville.
12. Participate as a team member of the EarlyON Child and Family Centre and in the larger Children's Services Department.
13. Attend regular staff meetings and represent the EarlyON Child and Family Centre team on related committees, as requested by the EarlyON Supervisor
14. Maintain good working relationships with all staff in order to share expertise and resources.
15. Promote a positive image of the organization in the community.
16. Responsible for ongoing professional development and acquisition of knowledge and skills.

17. Responsible for continuing to develop knowledge and skills in the area of childcare and strengthening families and childcare providers in their care-giving role.
18. Be familiar and cognizant of existing and new resources and information pertinent to the field of early childhood development including pre- and post-natal period through to school entry age.
19. Attend professional development seminars and conferences and share information with staff in the organization.
20. Demonstrate excellent communication skills, both written and verbal.
21. Prepare written reports and participate in the collection of data/information as required.
22. Ensure divisional policies, procedures and best practices are adhered to. Ensure the highest level of professional standards are met and maintained.
23. Protect own health and health of others by adopting safe work practices (reporting unsafe conditions immediately). Attend all in-house services regarding Occupational Health and Safety and follow all guidelines for employees and employers, as legislated under the Ontario Occupational Health and Safety Act.
24. Maintain a high level of respect of confidentiality for the organization, as per the Municipal Freedom of Information and Protection and Privacy Act (MFIPPA).
25. As set out for the United Counties of Leeds and Grenville's Peacetime Emergency Plan, perform duties in the event of a peacetime emergency.
26. Other related duties, as requested and required.

The above duties are representative of a typical position and are not to be considered as all-inclusive.

How to apply:

Cover letter should identify **Competition # CSS-24-114 Resource Consultant, PPT** and application submitted by email to careers@uclg.on.ca by **4:00 p.m. on /before August 6, 2024.**

Applicant information is collected under the ***Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)***, and will only be used for candidate selection.

The United Counties of Leeds and Grenville is committed to providing a recruitment and selection process that is both inclusive and free from barriers. Accommodations for job applicants with disabilities are available upon request, and will be provided in accordance with the **Ontario Human Rights Code** and the **Accessibility for Ontarians with Disabilities Act.**

Applicants are required, in advance, to make any accommodation request known to Human Resources by contacting the department at 1-800-770-2170 or using the Bell Relay Service. Human Resources will strive to provide reasonable and appropriate accommodation for all applicants, during the recruitment and selection process, which will ensure the process, is conducted in a fair and equitable manner.