

Position: Children's Services Worker

Job Code: 7SSCSW

Status: Temporary Full Time

Employee Group: CUPE 4700

Band / Wage Rate: Band 05 / \$24.09 - \$30.14 per hour

Division: Health and Social Services

Department: Social Services and Housing

Reports To: Program Supervisor, Children's Services

Location: Simcoe, ON

Posting Period: March 10, 2022 – March 24, 2022

How to Apply:

Follow the link below for the application process (be advised Workable no longer supports Internet Explorer, to access this link you will require Google Chrome or Microsoft Edge):

<https://apply.workable.com/j/0C6484B96A>

- Ensure the file extension for your resume document is .doc, .docx or .pdf
- If you are electing to include a cover letter, the cover letter and resume must be uploaded as 1 file.

Basic Function:

- Delivery of the Child Care Fee Subsidy Program
- Assist in delivering Ministry of Education initiatives within the local community to support local child care programming

Knowledge and Experience:

- Early Childhood Education Diploma
- Plus over two years related work experience within early years programs

- Registered with College of Early Childhood Educators (CECE)

Skills and Abilities:

- Demonstrated ability to interpret legislation and guidelines i.e., Care and Early Years Act, Ontario Child Care Service Management and Funding Guidelines
- Sound oral and written communication skills
- Superior organizational and time management skills
- Analytical skills of reading budget, statistics, financial information
- Ability to operate general office equipment
- Valid Ontario driver's license and access to a reliable vehicle
- Computer expertise in corporate standard software (Microsoft Office) and department specific software to data search and entry and to create and modify word processed documents
- Must be aware of safe work practices as they relate to job responsibilities and work environment, and have the basic understanding of the Occupational Health and Safety Act

Position Description:

- Review documents submitted by childcare centres such as quarterly reports and special purpose funding applications, complete reconciliations for funding allocations, and provide service statistics to finance department for completion of ministry reports
- Support the implementation of Ministry of Education and local initiatives
- Liaise with and provide support to child care centres and service providers
- Assist in delivering child care services to Haldimand and Norfolk as per ministry childcare funding guidelines and in accordance with purchase of service agreements
- Assist in delivering the child care fee subsidy program to eligible participants including scheduling of appointments, collecting and reviewing documentation to determine program eligibility, issuing approval letters, maintaining client files and case notes, and entering information into the Ontario Child Care Management System
- Participate in committee work as assigned

- Performs other duties as assigned

The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education.

Thank you for your interest in this position. Only those to be interviewed will be contacted.