

Child Care Site Supervisors Permanent Full-time (PFT) Positions Fort Frances, Emo, Rainy River, Atikokan

Committed to meeting the needs of the community by providing services with care, integrity, and accountability, the Rainy River District Social Services Administration Board (RRDSSAB) delivers Early Learning and Child Care, Ontario Works, Social Housing, Land Ambulance and other services for all organized municipalities and unincorporated areas within the geographic District of Rainy River.

The Rainy River District covers an area of approximately 15,487 sq. kilometers and has a population of 20,047 (2016 Census). It is bordered on the north by the Kenora District, on the east by the Thunder Bay District, on the south by Minnesota, USA and on the west by the Province of Manitoba.

The RRDSSAB is seeking **CHILD CARE SITE SUPERVISORS** to join our team. Reporting to the Operations Supervisor (Children's Services) of the Rainy River District Social Services Administration Board, the Child Care Site Supervisor is responsible for the day to day operation of RRDSSAB Child Care Centre within a safe and healthy environment and ensures compliance with relevant legislation, RRDSSAB policies and procedures, and the College of ECE's Standards of Practice and Code of Ethics. The incumbent is responsible for the direct supervision of assigned staff, providing leadership in child care initiatives, administrative and financial duties, and ensuring practices promote optimum physical, social, emotional, cognitive and intellectual development of the children in care. Additional duties include back-up for front line staff and the Operations Supervisor (Children's Services), health and safety obligations, and will require travel throughout the District.

Please refer to the attached **JOB DESCRIPTION** for the qualifications/skills, roles/responsibilities, duties, organizational responsibilities, working conditions and conditions of employment.

Candidates who meet or exceed the requirements for this challenging position are invited to submit a complete **APPLICATION FOR EMPLOYMENT**. We offer a competitive salary, an excellent benefit package and participation in the OMERS pension plan, subject to eligibility requirements. For more information on how to submit an **APPLICATION FOR EMPLOYMENT**, please refer to the attached **APPLICATION INFORMATION PACKAGE** on our website at www.rrdssab.ca.

APPLICATIONS FOR EMPLOYMENT must be submitted no later than **4:00 p.m. (CST) on Friday, June 7, 2019 to:**

Joanne Spence, B.HRLR, CHRL, Human Resources Officer
Rainy River District Social Services Administration Board
450 Scott Street Fort Frances, ON P9A 1H2
Competition #HR-05-2019-CCSS
PRIVATE & CONFIDENTIAL
or emailed to: joannes@rrdssab.on.ca

**Deadline
Extended**

The RRDSSAB wishes to thank all applicants, however, only those selected for an interview will be contacted. Information gathered is in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for candidate selection and, for the successful applicant, relevant human resource purposes. The RRDSSAB 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. This document is available in an alternative format, upon request.

Dear Applicant,

Thank you for your interest in applying for employment with the Rainy River District Social Services Administration Board (RRDSSAB). We have prepared an Application Information Package so you are aware of the documents that need to be submitted with your **APPLICATION FOR EMPLOYMENT**, the roles and responsibilities of the position and the salary range.

Your completed **APPLICATION FOR EMPLOYMENT** must include the following:

1. Completed **RRDSSAB CHILDREN'S SERVICES EMPLOYMENT APPLICATION FORM**;
2. Cover Letter;
3. Detailed Resume; and
4. Submitted by the date and time stipulated in the Job Posting.

NOTE:

- An incomplete **APPLICATION FOR EMPLOYMENT** or a late submission will not be considered.
- You must submit a **SEPARATE APPLICATION FOR EMPLOYMENT** for each position you are applying.

The RRDSSAB is currently advertising for applications for the following positions (refer to the relevant Job Posting and Job Description for complete details):

- Child Care Site Supervisors (hourly range \$36.20 - \$42.46)
- Resource Educators (hourly range \$27.22 - \$29.75)
- Early Childhood Educators (\$25.64 - \$28.17; Non-ECE \$22.80 - \$25.33)
- Child & Family Centre Coordinators (hourly range \$24.19 - \$26.72; Non-ECE \$22.80 - \$25.33)
- Cooks (\$22.80 - \$25.33)

The positions advertised are to staff Child Care Centres and Child & Family Centres located in Rainy River District, including: Fort Frances/Robert Moore Public, Fort Frances/Northwest Catholic, Emo, Rainy River and Atikokan. On the Application Form, you are asked to rank your preferred work locations, in order. Note that your selected *Preferred Work Locations* do not necessarily guarantee you that location. Permanent Full-time positions work thirty-five (35) hours per week. Casual positions are on a call-in basis with no guarantee of hours. We offer a competitive salary, an excellent benefit package (for permanent full-time employees) and participation in the OMERS pension plan (subject to eligibility requirements).

Please note that all positions may be required to travel, please refer to the specific Job Description. Casual employees are required to be willing and able to work in Child Care Centres and Child & Family Centres throughout the Rainy River District, as assigned.

Should you still have questions after you have reviewed the **APPLICATION INFORMATION PACKAGE**, please contact Joanne Spence at (807) 274-5349, ext. 240 or Aynsley McKinnon at (807) 274-5349, ext. 234, or email joannes@rrdssab.on.ca or amckinnon@rrdssab.on.ca

RRDSSAB Human Resources

Children's Services Employment Application Form



INSTRUCTIONS

Please complete all sections as thoroughly as possible and be prepared to include the documents requested in Section 7 if invited to attend pre-employment testing. It is necessary to provide complete information as this will be used to determine eligibility and qualifications for employment. A separate application is required for each competition. Along with your Application, **please be sure to attach a copy of your Cover Letter and Resume.**

The personal information requested on this form is collected and managed as per the *Municipal Freedom of Information and Protection of Privacy Act, R. S. O. 1990*. All information provided to us is considered supplied in confidence.

Section 1: POSITION INFORMATION

Competition #: _____ Date Available for Work (yyyy/mm/dd): _____ Type of Position Preferred:
 Full-time Casual (must be willing/able to work throughout the District)

I am applying for the following position: **NOTE: You Must submit a separate Application Package for each position you are applying.**

Child Care Site Supervisor Resource Educator Early Childhood Educator Child & Family Centre Coordinator Cook

Preferred Work Locations (RANK 1 Highest - 5 Lowest): **NOTE: All positions may be required to travel, please refer to the specific Job Description**

Fort Frances/Robert Moore Public Fort Frances/Northwest Catholic Emo Rainy River Atikokan (Rank All That Apply)

Section 2: PERSONAL INFORMATION

Last Name: _____ First Name: _____ Middle Initial(s): _____

Mailing Address: _____ City: _____ Province: _____ Postal Code: _____

Primary Phone Number: _____ Alternate Phone Number: _____ E-mail Address (Mandatory): _____

Are you legally entitled to work in Canada? Note supporting documentation may be required.

Yes No

Have you ever been convicted of a Criminal Offence for which you have not received a pardon and that prohibits you from working under the position you are applying for? Yes No

Section 3: EDUCATION, TRAINING, AND PROFESSIONAL ASSOCIATIONS

Please provide details of secondary and post-secondary education, courses, and training that have given you work-related knowledge, skills, and/or abilities starting with the highest level achieved. Attach an additional page if necessary. **Please note:** Offers of employment are conditional upon providing proof of education noted below.

Name of Institution or Organization	Area of Study/Course	Duration mm/yy to mm/yy	Completed?
_____	_____	_____ to _____	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	_____	_____ to _____	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	_____	_____ to _____	<input type="checkbox"/> Y <input type="checkbox"/> N

Section 4: EMPLOYMENT HISTORY

Have you previously applied for employment with the RRDSSAB?

Yes No If yes, when (mm/yy): _____

Have you previously worked for the RRDSSAB?

Yes No If yes, when (mm/yy): _____

Section 5: OTHER INFORMATION

Please describe any other information which might help us evaluate your candidacy (summarize why you believe you qualify for the position(s) for which you have applied):

Children's Services Employment Application Form



Section 6: WORK RELATED REFERENCES

Reference checks will be conducted to assess your past work performance. We ask for this information in advance to expedite the recruitment process later on, however, your references will only be contacted if you are selected and successfully complete the interview process (your current/previous Supervisors). By signing this section, you understand that a condition of your employment is verification of past employment, education, and other information provided by you. Accordingly, you give a representative of the Rainy River DSSAB permission to obtain or exchange personal information with the persons listed below for the purposes of employment with the Rainy River DSSAB.

Signature of Applicant: X _____		Date (yyyy/mm/dd): _____
1	Name and position: _____	E-mail Address (preferred): _____
	Relationship (i.e. manager): _____	No. of Years Known: _____
2	Name and position: _____	E-mail Address (preferred): _____
	Relationship (i.e. manager): _____	No. of Years Known: _____
3	Name and position: _____	E-mail Address (preferred): _____
	Relationship (i.e. manager): _____	No. of Years Known: _____

Section 7: PROOF OF QUALIFICATIONS

As part of your Application for Children's Services employment with Rainy River District Social Services Administration Board, you must be prepared and able to provide copies of the following documents, as appropriate, if you are a successful applicant. Please check (✓) all those that you **WILL BE ABLE** to provide (please **DO NOT** provide with your Application for Employment package):

- Early Childhood Education diploma; or
- Other Diploma from an approved OCAAT, supported by a letter of equivalency from the Association of Early Childhood Educators of Ontario (AECEO).
- Proof of work-related experience or Association of Early Childhood Educators of Ontario equivalency (prior to Feb. 23, 2014).
- Post diploma Early Childhood Education Resource Teacher Certificate or a program of studies approved by the Director of the Ministry of Education.
- Registered Early Childhood Educator (RECE) membership with the College of Early Childhood Educators in good standing.
- Valid Standard First Aid Certification including Infant and Child Cardiopulmonary Resuscitation (CPR).
- Criminal Record Check including Vulnerable Sector Screening (Original document issued within the last 90 days).
- Valid Ontario Food Handler Certification.
- Up-to-date Immunization Record, which includes confirmation of the following:

<input type="checkbox"/> Measles, Mumps, Rubella	<input type="checkbox"/> Tetanus (issued within last 10 years)
<input type="checkbox"/> Diphtheria, Polio	<input type="checkbox"/> Influenza
<input type="checkbox"/> Chicken Pox	<input type="checkbox"/> Pertussis
<input type="checkbox"/> Hepatitis B	

Section 8: AGREEMENT

Please read carefully before signing. This application is not valid unless your name, as authorization, is signed in the "signature" space provided below. (**Note:** If this application is submitted electronically, typing your name is deemed equivalent to signing).

I certify that the information provided in this application and any accompanying attachments are true and complete. I understand that any false statements or deliberate omissions made by me on this application or attachments may be sufficient cause for the cancellation of the application and, if I have been employed, for the immediate dismissal from the Rainy River District Social Services Administration Board.

Signature of Applicant: **X** _____ Date (yyyy/mm/dd): _____

Position Specification/Classification:

Position:	CHILD CARE SITE SUPERVISOR
Supervisor:	Operations Supervisor (Children's Services)
Department:	Integrated Services
Classification:	Management
Safety-Sensitive Position:	YES

Position Summary:

Reporting to the Operations Supervisor (Children's Services) of the Rainy River District Social Services Administration Board, the Child Care Site Supervisor is responsible for the day to day operation of RRDSSAB Child Care Centre within a safe and healthy environment and ensures compliance with relevant legislation, RRDSSAB policies and procedures, and the College of ECE's Standards of Practice and Code of Ethics. The incumbent is responsible for the direct supervision of assigned staff, providing leadership in child care initiatives, administrative and financial duties, and ensuring practices promote optimum physical, social, emotional, cognitive and intellectual development of the children in care. Additional duties include back-up for front line staff and the Operations Supervisor (Children's Services), health and safety obligations, and will require travel throughout the District.

Qualifications/Skills:

1. Two year Early Childhood Education college diploma, approved equivalency, or apprenticeship training in a related-discipline and a minimum of three (3) years of work-related experience. Candidates with an equivalent combination of education and experience will be considered.
2. Registered Early Childhood Educator (RECE) membership with the College of Early Childhood Educators in good standing.
3. A valid Ontario Food Handler Certification is required.
4. Communication skills are frequently required both inside and outside the organization to persuade, sell and provide interpretations.
5. A moderate degree of skill is required for organizing and/or planning a number of complex activities requiring adjusting and/or changing plans.

6. A moderate degree of problem solving and judgment skills are required for weighting alternative approaches with a framework of customary practices as problems tend to be variable.
7. Demonstrated experience supervising staff and experience, knowledge and understanding of providing quality child care services, best practices, program planning and Ministry reporting requirements.
8. Proficient computer skills and ability to work within a computerized environment.
9. Knowledge and understanding of directives, legislation and regulations necessary to carry out the functions of the job, including but not limited to *Child Care and Early Years Act*, *Early Childhood Educators Act*, College of Early Childhood Educators Standards of Practice and Code of Ethics, *How Does Learning Happen?*, etc.
10. A valid driver's license and access to a vehicle.

Roles/Responsibilities:

1. There is some responsibility and autonomy for decision-making. Decisions may impact services, production, may cause substantial delays with other phases of work, cause some embarrassment or hurt morale with the organization.
2. The responsibility to ensure the safety and well-being of others requires a high degree of care to prevent injury or harm to others.
3. Supervision/human resource responsibilities include managing the work of a work unit, as follows:
 - a) Directs and supervises assigned staff on a daily basis;
 - b) Ensures staff responsibilities are carried out in accordance with relevant legislation, regulations and RRDSSAB policies and procedures;
 - c) Develops and maintains a system of ongoing staff training and development, including regular staff meetings and in-service;
 - d) Develops and implements departmental orientation and conducts annual performance reviews for staff, as required;
 - e) Provides input into employment and performance matter, as requested; and
 - f) Participates in human resources and labour relation issues, as requested.
4. The responsibility for financial resource matters requires handling small amounts of cash, recording transactions, and maintaining or providing data for financial records.
5. The responsibility for information resources includes modifying database systems and/or spreadsheets and collection of information.
6. The responsibility for material resources includes the safe operation and/or maintenance of inventory of assets and works aids of moderate value such as equipment, appliances, inventory, supplies, etc.

Duties:

1. Supervision of the day to day operation of RRDSSAB Child Care Centre and ensure compliance with relevant legislation, RRDSSAB policies and procedures, and the College of ECE's Standards of Practice and Code of Ethics.
2. Deliver inclusive child care services for children (ages 0-12) assuring services meet the needs of all children and families.
3. Supervise the planning and delivery of developmentally appropriate programming in accordance with organizational and legal guidelines, including but not limited to programming that is:
 - a) stimulating and developmentally appropriate;
 - b) promotes optimum physical, emotional, social, cognitive and intellectual development;
 - c) incorporates learning experiences that meet both group and individual children's needs;
 - d) includes varied daily activities;
 - e) provides opportunities for child-directed play and cross-cultural learning;
 - f) meets the diverse and special needs of children through Individualized Plans; and
 - g) ensures compliance with reporting requirements.
4. Take immediate action to rectify any issues related to non-compliance of the *Child Care and Early Learning Years Act* and associated regulations and act upon issues that may jeopardize the safety or well-being of children or staff.
5. Assist in the annual budget process by forecasting and providing recommendations regarding expenditures for program specific requirements.
6. Manage and monitor approved program specific budgets and expenditures monthly and quarterly to ensure adherence and account for funds, as approved by the Operations Supervisor (Children's Services).
7. Ensure food is handled and prepared in accordance with best practices, relevant policies and procedures and applicable legislation, including but not limited to, nutritional special health needs, menu planning, hygiene and sanitation standards, food safety guidelines, food recalls, and food purchase, storage and rotation protocols, etc.
8. Coordinate and plan for staffing needs to ensure compliance with legislated ratios, in consultation with the Operations Supervisor (Children's Services).
9. Assist with the research and development of policies and procedures regarding program specific requirements, as requested.

10. Effectively communicate with parents, team members, community professionals, students and volunteers with respect to program philosophy, policies and procedures, protocols, roles and responsibilities.
11. Respond to complaints and concerns from staff, parents and/or primary caregivers of children and refer unresolved or contentious issues to the Operations Supervisor, as required.
12. Provide coaching and mentorship to staff in the areas of child development, pedagogy, program planning, Individualized Plans, team action plans and specific child care initiatives, in consultation with the Operations Supervisor (Children's Services).
13. Lead the training and orientation of new staff and conduct performance development reviews, per RRDSSAB policies and procedures.
14. Be available and cooperate with regulatory inspectors, including but not limited to, fire, health, safety, and various Ministries during routine and site visits, cooperate with the inspection and provide requested records and documents, as required.
15. Facilitate partnerships with school staff and administration to support strong relationships and effective collaboration to support the success and optimize the use of shared spaces.
16. Responsible for the registration and on-going enrolment and documentation of each child in the centre.
17. Acquire and monitor payment for services from parents, follow-up on delinquent accounts and provide payments and quarterly reports to the Finance Department.
18. Assist with the establishment and implementation of Quality Assurance standards, develop best business practices and analyze program activities to ensure high quality child care services are provided in compliance with provincial legislation and RRDSSAB policies and philosophy in collaboration with the Operations Supervisor and Community Engagement Coordinator (Children's Services).
19. Responsible for administrating and maintaining records of the ongoing renewal of staff qualifications, credentials, staff screening measures and criminal reference checks, etc. ensuring all required certificates, licenses and qualifications for employment are valid and on file in compliance with legislated requirements and report any issues to the Operations Supervisor in a timely manner.
20. Responsible for administering safety and evacuation procedures and ensuring staff, children and visitors are trained and regular drills are conducted and recorded.
21. Report and document health and safety concerns, employee incidents and accidents, as appropriate, and advise the Operations Supervisor (Children's Services) in a timely manner.

22. Report Serious Occurrences to the Ministry of Education, per legislation, take appropriate action, document the occurrence and notify the Operations Supervisor (Children's Supervisor) in a timely manner.
23. Ensure the health, safety and well-being of all children and staff in the Centre, in compliance with relevant legislation and RRDSSAB policies and procedures.
24. Responsible for ensuring Child Care Centre facilities are opened, closed and secured, including entry doors, designated filing cabinets and cash drawers, and delegating such responsibility in their absence, as appropriate.
25. Work collaboratively with relevant staff to identify, develop and implement training and support on-going professional development opportunities as well as ensure compliance with legislation for Child Care Centre staff.
26. Establish and promote collaborative working relationships with external agencies in order to facilitate access and/or referrals to specialized services and programs to meet the needs of children, including but not limited to, speech, language, vision, hearing, mental health, supervised access, and various other children's services.
27. Identify gaps in services and recommend improvement strategies to the Operations Supervisor (Children's Services).
28. Assist in gathering adequate information for the purposes of business planning and administrative analysis, statistical reporting information, Ministry reports and surveys, and similar reports, as assigned.
29. Assist with the development and writing of proposals and implementation of policies, procedures and processes related to funding and delivery of services and special projects.
30. Carry-out the duties of the front line staff, as assigned and/or when necessary.
31. Perform the duties of the Operations Supervisor (Children's Services) in an acting capacity, as assigned.

Organizational Responsibilities:

1. Act as a model and ensure employees have access to and understand all health and safety policies and procedures, and to ensure compliance and enforcement of same.
2. Ensure Health and Safety compliance in the workplace and ensure education of staff through continuous learning and correction of identified hazards within the workplace, in accordance with the *Occupational Health and Safety Act (OHSA)*.
3. Enforce policy and procedures relating to workplace violence and harassment, and to investigate and respond to workplace violence and harassment, as appropriate.

4. Ensure compliance with the requirements of provincial legislation, regulations, policies and procedures, guidelines and directives, as applicable.
5. Bring to the attention of the relevant management personnel (CAO, Human Resources, Managers, etc), any matters requiring immediate attention or follow-up.
6. Assist with community development activities and act as a RRDSSAB liaison with external organizations, as assigned by the CAO.
7. Work with minimal supervision and exercise sound judgment in decision making and personal conduct, and to maintain confidentiality at all times.
8. Inspire and foster team commitment, spirit, pride and trust and motivate team members to accomplish team goals.
9. Attend regular and special board meetings, as designated.
10. Fulfill organizational responsibilities such as attending meetings, assigned training and maintaining responsibility for professional training and development.
11. Travel throughout the jurisdiction of the Board is required with some travel outside the District throughout the year to attend meetings, training & conferences.
12. Assist in special projects and complete other duties, as required.

Working Conditions:

1. Mental activities are of moderate intensity for short periods most days.
2. Physical effort or demand on physical energy is of low intensity for almost all activities.
3. Work pace has average demands on energy due to regular interruptions, deadline changes or conflicting demands.
4. Regular exposure to disagreeable conditions such as exposure to bodily fluids, soiled clothing, verbal abuse, odours, noise, hot and cold temperatures.
5. Some exposure to hazards with some possibility of low level injuries and/or health problems as work is primarily performed within a day care setting with potential exposure to illnesses.

Conditions of Employment:

1. Police Vulnerable Sector Checks, per the Child Care and Early Years Act and associated Regulations.
2. Proof of Education, equivalency and/or work-related experience, as requested.

3. Proof of Registered Early Childhood Educator (RECE) membership with the College of Early Childhood Educators in good standing.
4. Proof of valid Ontario Food Handler Certification and ongoing renewals.
5. Valid Standard First Aid Certification including infant and Child Cardiopulmonary Resuscitation (CPR).
6. Valid Driver's Licence and access to a vehicle.
7. Submission of an up to date Immunization Record, as requested.

Signature:

My signature acknowledges the following:

1. I have reviewed and received a copy of this document; and
2. I understand this is a Safety-Sensitive position.

Employee: _____

Date: _____

Approved by HR 03-31-2019