

### **Child and Family Centre Coordinators Permanent Full-time (PFT) Positions Fort Frances, 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 & FAMILY CENTRE COORDINATORS** to join our team. Reporting to the Operations Supervisor of the RRDSSAB, the Child and Family Centre Coordinator is responsible for planning and implementing age appropriate and child and family-centred programs for families/caregivers and children age 0-6 using current best practices, research and pedagogical frameworks while ensuring compliance with relevant legislation, directives, RRDSSAB policies and procedures, and the College of ECE's Standards of Practice and Code of Ethics. The incumbent ensures programs are designed for children and families to access a range of high-quality, inclusive and accessible early years programs and services focused around the child and family and contribute to children's learning, development and well-being in a warm and welcoming environment. This position is required to exercise flexibility regarding days and/or hours of work to best meet the needs of the community and the families they serve.

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](http://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-08-2019-CFCC PRIVATE & CONFIDENTIAL  
or emailed to: [joannes@rrdssab.on.ca](mailto: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](mailto:joannes@rrdssab.on.ca) or [amckinnon@rrdssab.on.ca](mailto: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: <b>X</b> _____		Date (yyyy/mm/dd): _____
<b>1</b>	Name and position: _____	E-mail Address (preferred): _____
	Relationship (i.e. manager): _____	No. of Years Known: _____
<b>2</b>	Name and position: _____	E-mail Address (preferred): _____
	Relationship (i.e. manager): _____	No. of Years Known: _____
<b>3</b>	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:

<b>Position:</b>	CHILD AND FAMILY CENTRE COORDINATOR
<b>Supervisor:</b>	Operations Supervisor
<b>Department:</b>	Integrated Services
<b>Classification:</b>	Non-Union/Non-Management
<b>Safety-Sensitive Position:</b>	YES

---

### Position Summary:

Reporting to the Operations Supervisor of the Rainy River District Social Services Administration Board, the Child and Family Centre Coordinator is responsible for planning and implementing age appropriate and child and family-centred programs for families/caregivers and children age 0-6 using current best practices, research and pedagogical frameworks while ensuring compliance with relevant legislation, directives, RRDSSAB policies and procedures, and the College of ECE's Standards of Practice and Code of Ethics. The incumbent ensures programs are designed for children and families to access a range of high-quality, inclusive and accessible early years programs and services focused around the child and family and contribute to children's learning, development and well-being in a warm and welcoming environment. This position is required to exercise flexibility regarding days and/or hours of work to best meet the needs of the community and the families they serve.

---

### 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 regularly required both inside and outside the organization to give and receive information and provide advice. This position is required to exercise courtesy, tact, discretion and persuasion.

5. Some degree of skill is required for organizing and/or planning straight forward tasks, activities or projects and performs scheduling for others.
6. Problems faced on the job tend to be somewhat standardized, experience infrequent new problem situations and solutions are made from a number of known alternatives.
7. Demonstrated experience in researching, planning and implementing age appropriate programs and incorporating evidence-based practices, pedagogical frameworks and reflective practice.
8. Demonstrated experience, knowledge and understanding in supporting children, parents and caregivers in learning, growing and connecting; providing positive experiences and outcomes and inquiry-based learning opportunities for child-directed play.
9. Proficient computer skills and ability to work within a computerized environment.
10. Ability to exercise ongoing flexibility regarding the days and hours of work in order to best meet the needs of the community and the families they serve.
11. Knowledge and understanding of directives, legislation and regulations necessary to carry out the functions of the job, including but not limited to *Ontario Early Years Child and Family Centres Business Practices and Funding Guidelines for Service System Managers, Child Care and Early Years Act, Early Childhood Educators Act, How Does Learning Happen?, ELECT document, Rainy River DSSAB Children's Services Plans, etc.*
12. 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 within the organization.
2. The responsibility to ensure the safety and well-being of others requires some care to prevent injury or harm to others.
3. This position periodically supervises a work unit, is a team lead on a project and/or coordinates the work of others.
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 using and recording straight-forward information and data using existing formats.
6. The responsibility for material resources includes the basic care and proper usage of inventory, tools, and work aids of limited value such as general office equipment, calculators, computers, photocopiers, supplies, toys, etc.

---

## Duties:

1. Responsible for the day to day operation of the RRDSSAB Child and Family Centre and ensures compliance with relevant legislation, RRDSSAB policies and procedures, and the College of ECE's Standards of Practice and Code of Ethics.
2. Plan, develop and implement Child and Family Centre programs and services that:
  - a) meet the unique needs of parents, caregivers and young children (ages 0-6) to support their learning, development and well-being;
  - b) support positive experiences and outcomes and foster nurturing relationships between children, parents, and caregivers, based on current evidence/research and in compliance with legislated requirements;
  - c) are accessible and responsive to the various needs and interests of children and parents and caregivers;
  - d) are developed, coordinated and delivered in a cohesive manner in collaboration with broader community services, school boards, early years partners, parents and caregivers; and
  - e) are designed to embrace and build on the strengths, address identified gaps and meet the unique needs of the communities.
3. Support early learning and development by ensuring the delivery of high-quality experiences that build responsive adult-child relationships and encourage children's exploration, play and inquiry-based learning supported by *How Does Learning Happen? Ontario's Pedagogy for the Early Years*.
4. Prepare rooms and/or outdoor spaces, set up furniture and equipment for daily programs ensuring an environment that engages children, parents and caregivers in learning, growing and connecting together to strengthen their relationships with their children and supports them in their role as their children's first teacher.
5. Respond to parents and caregiver's questions and concerns, invite conversation and information sharing about child development, parenting, etc. using validated tools and resources and links to specialized services, making connections for families during and beyond early years.
6. Ensure the Child and Family Centre provides a warm and welcoming environment based on the foundational conditions for supporting growth and long-term successes such as belonging, well-being, engagement and expression.
7. Provide targeted outreach opportunities including facilitating programming at various satellite sites as required, designed for parents and caregivers who could benefit from Child and Family Centre programs and services, but are not currently accessing services for various reasons.

8. 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.
9. Maintain a healthy and safe environment for children and families in compliance with relevant legislation and policies and procedures, as follows:
  - a) records and reports accidents and serious occurrences;
  - b) operates and ensures safety of all equipment, as required;
  - c) cleans and disinfects toys and activity areas and carries out other program related housekeeping duties; and
  - d) monitors location for health and safety hazards.
10. Support children's development through attentive listening, individual play experiences, conversations and inquiry in small groups and individual settings through modeling appropriate adult-child interactions.
11. Participate within a team to ensure the ongoing administration and coordination of the program's activities, as follows:
  - a) records daily attendance;
  - b) organizes and conducts field trips, as assigned;
  - c) participates in agency activities and committee meetings and consults with community professionals;
  - d) monitors and reports on needed supplies;
  - e) purchases groceries and other program supplies as needed; and
  - f) keeps Operations Supervisor advised of pertinent information.
12. Use a variety of methods to promote the Child and Family Centre's activities and programs to families, partners, and the community-at-large, as follows:
  - a) Develop and create communication materials, including but not limited to, training and educational materials, promotional materials, social media content, and newsletters, in consultation with the Operations Supervisor and Community Engagement Coordinator (Children's Services).
  - b) Compile and display pedagogical documentation in order to value, discuss and make learning visible for families and caregivers.
  - c) Develop and distribute a monthly calendar and newsletter outlining the upcoming month's programs as well as share information about relevant current research and best practices.
  - d) Work with the Operations Supervisor and Community Engagement Coordinator (Children's Services) to maintain a current inventory of relevant community resources and services, informational brochures, and reliable online information sources.



- e) Actively participate as member on local child and family health coalitions where they exist and/or other relevant community groups and committees.
- 13. Employ ongoing strategies, including but not limited to, monitoring attendance and consulting with families and community partners to determine program offerings and hours in discussion with the Operations Supervisor to best meet the needs of the community.
- 14. Assist and facilitate workshops for families and caregivers in consultation with the Operations Supervisor and Community Engagement Coordinator (Children's Services).
- 15. Assist in the annual budget process by forecasting and providing recommendations regarding expenditures for program specific requirements.
- 16. Monitor the approved budget and ongoing expenditures to ensure adherence and accountability for funds, resolve any issues and report areas of concern to the Operations Supervisor (Children's Services).
- 17. To 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.
- 18. Participate in annual work planning to support local implementation of Children's Services priorities.
- 19. Act as an advocate for children and families in relation to available community programs and services.
- 20. 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 and families. Identify gaps in services and recommend improvement strategies to the Operations Supervisor (Children's Services).
- 21. Gather adequate and current information and research evidence-based practices and pedagogical frameworks for the purposes of planning, developing and implementing programs and services to be delivered.
- 22. Participate in continuous professional learning to integrate knowledge and test theories from research and experiences to deepen understanding of children and families.
- 23. 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.
- 24. 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.

25. Responsible for ensuring Child and Family 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.
26. Assist with the orientation, training and mentoring of students, co-workers and volunteers, as assigned.

---

### **Organizational Responsibilities:**

1. Compliance with the requirements of *Occupational Health & Safety Act (OSHA)*, policies and procedures, relevant legislation, and to work in a safe manner by wearing protective devices and/or clothing, and immediately report any equipment, injury or safety problems to the Supervisor/Manager, or designate.
2. Familiarity and compliance with legislation, regulations, guidelines, directives and organizational policies and procedures necessary to carry out the functions of the job.
3. Bring to the attention of the Supervisor/Manager any matters requiring immediate attention or follow-up.
4. Assist with community development activities, as assigned.
5. Work with minimal supervision and exercise sound judgment in decision making and personal conduct, and to maintain confidentiality at all times.
6. Work as a part of the team and demonstrate commitment, spirit, pride and trust to accomplish team goals.
7. Fulfill organizational responsibilities such as attending meetings, assigned training and maintaining responsibility for professional training and development.
8. Travel throughout the jurisdiction of the Board may be required with some travel outside the District to attend training.
9. Assist in special projects and complete other duties, as required.

---

### **Working Conditions:**

1. Mental activities are of low intensity for most days.
2. Physical effort or demand on physical energy is of low intensity for almost all activities.
3. Work pace has some demands on energy due to occasional interruptions, deadline changes or conflicting demands.
4. Little exposure to disagreeable conditions as work is primarily performed within an office environment.

5. Little exposure to hazards with minor possibility of low level injuries and/or health problems.

---

**Conditions of Employment:**

1. Police Vulnerable Sector Checks, as requested
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