

EMPLOYMENT OPPORTUNITY
Town of Carleton Place
Manager of Child Care Services

The Town of Carleton Place is a growing community of over 11,000 and is recruiting for an individual with strong leadership and interpersonal skills to lead our Child Care Department. The Child Care Department consists of approximately 70 staff and 500 families served on a weekly basis at 2 locations. We have a purpose built 0-4 years facility that is 18,000 sq. ft. and a 4 – 12 years facility that is approximately 16,000 sq. ft. The budget for child care in 2017 is approximately \$3.3 million dollars and the majority of that revenue is gathered through users of the facility.

We are seeking an Operational Manager who is able to maximize the efficiency of the centre while ensuring the programs meet all ministry licensing expectations or exceed them. Specifically we will be looking for an individual who can:

- : Comfortably manage staff and parent interactions, including conflict resolution skills.
- : work competently with the various ministry licensing staff, public health requirements, various agency representatives, etc.
- : skills in managing financial resources including parent fees, fee subsidy, wage subsidy, along with expenditures for staffing, dietary, and building expenses.
- : able to work and plan as part of the management team for the town of Carleton Place as well as on a County basis with other child care programs in the County of Lanark.
- : ensuring that all aspects of provincial requirements are met at all times including requirements of the Ministry of Education, Ministry of Labour and the local Board of Health.
- : meeting all professional obligations in relation to the College of Early Childhood Educators and planning for how all staff will have the opportunity to do the same.
- : must have a strong desire to meet high levels of customer service.

The Child Care Department has grown over the years in big part because of our commitment to providing good service to the families of our community. The person seeking this position should be community minded and dedicated to offering a good quality service in a financially responsible manner.

Qualifications

Minimum of 5 years of experience in a Director or Supervisor role (municipal experience is preferable).

Some education or experience with inclusion would be beneficial.

Education

Early Childhood Education Diploma

Registration with the College of Early Childhood Educators

A diploma in Early Childhood Administration could also be beneficial to the position.

Valid first aid/CPR C/AED

Possess and maintain a valid Ontario Class "G" drivers licence and have access to a vehicle.

NB: Other equivalents will be considered. The successful candidate must obtain Director's approval through Ministry of Education.

**TOWN OF CARLETON PLACE
JOB DESCRIPTION**

Date: January 2017

Title: Manager of Child Care Services

Reports To: Deputy CAO/Treasurer

Position Summary: The Manager oversees all aspects of Child care operations including; finance, human resources, ministerial requirements, developing and implementing policy and procedure, planning and public relations.

General areas of duty:

1. Preparing and managing a \$3+ million yearly budget which is predominantly user pay and requires work with parent fees, utilization rates, ministry required applications, contracts, etc. and negotiations with County child care staff. Being aware of any and all provincial or federal initiatives that child care can take advantage of.
2. Planning for long term capital requirements, program requirements and Ministry funding requests and what is happening with the direction the province is going in the field.
3. Management of approximately 60 to 70 staff, planning for staff requirements, training needs, and Health and Safety requirements. Managing a balance with staff people to ensure a steady, happy work environment.
4. Developing policy and procedure with changing programs, under the licensing jurisdiction of the Ministry of Education, adhering to requirements of the local Board of Health and ensuring all employment expectations and municipal requirements are met (Ministry of Labour/Health and Safety).
5. Being aware of any contentious family issues and ensuring that supervisors are managing them effectively.
6. Work with various groups in the community (local Boards of Education, various assessment Agencies - Lanark Community Programs, Lanark Early Integration Program, Language Express, Children's Aid Society, Open Doors, and the Early Childhood Education Sub-Committee of Lanark County).
7. Work with the municipally appointed Child Care Advisory Committee members by attending meetings, and advise members on progress, problems, and concerns; present a monthly Manager's report. Develop policy to address new and changing needs and requirements.
8. Participate in public relations activities regarding municipal child care programs with presentations, media events, articles, social media accounts and various community events.

9. Manage and operate all relevant and required parts of the on-line Child Care Licensing System.
10. Make large scale purchases and approvals for the programs working within the purchasing policy guidelines.
11. Oversee the maintenance and care of 2 large independent facilities.
12. Being aware of and ensuring the security of the fee software program, IT in the facilities and the on-line information that we have in reference to families.
13. Attend meetings of council as required, participate in the management committee, and all other town required meetings.
14. Ensure all new regulations (Municipal, MOH, MCSS, etc.) are in place as need be with information provided to staff in order that changes can be made to day to day operations so they will be carried out in each location consistently.
15. Ensure required and essential records and correspondence are all on site as needed and are kept securely and held for the appropriate amount of time.
16. Take part in arranging and providing educational training opportunities for parents and child care professionals in the area.

Manager Safety Requirements: The Town of Carleton Place believes that all accidents can be prevented. To achieve this goal, managers must ensure that employees make safety an integral part of every task and job. As a manager you must be familiar with the Town's safety policy and understand your staff's:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work; and

Ensure your supervisors:

- Advise a worker of the existence of any potential of actual danger to the health and safety of the worker of which the supervisor is aware;
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker;
- Take every precaution reasonable in the circumstances for the protection of a worker;
- Conduct regular safety meetings with workers;
- Correct substandard acts or conditions;
- Commend good health and safety performance; and

- Maintains a log of their crew visits.

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

Position Requirements:

1. Early Childhood Education Diploma.
2. Registration with the College of Early Childhood Educators and membership in good standing.
3. First Aid/CPR C/AED Certificate.
4. Minimum of five years of related supervisory experience preferably in a municipal operation, experience with inclusion of special needs children would be an asset.
5. Education and/or experience with budgeting or business management practices.
6. Experience managing large numbers of employees.
7. Participate in a minimum of 20 hours of professional development per year.

Working Conditions:

Mental Demands – Must be able to focus for long periods of time both independently and with large groups of people in a very busy environment with lots of interruption.

Environmental Exposure: On a day to day basis you are exposed to a few hundred people often times exposing you to all sorts of communicable illness.

Physical Demands: Main part of the day requires office work.

NB: Need to be able to travel to meetings and have a vehicle to drive as well as work some evenings as determined by schedule and need.