



THE CORPORATION OF THE COUNTY OF WELLINGTON

Social Services Department
Children's Early Years Division

Requires a

Six Month Temporary Full Time Children's Early Years Quality Support Worker

This position reports to the Manager of Children's Early Years Community Services and is responsible to support the increase of quality through capacity building in the early year's sector throughout the Wellington service delivery area. Through the use of evidence-based research, and consideration of legislative and service system requirements, this position will provide professional development opportunities, resources, and support services primarily for the pedagogical aspect of community based children's early year's programmes. Duties also include, but are not limited to, administrative requirements, community training, liaising with community agencies and committees, and adhering to the College of ECE's Standards of Practice and Code of Ethics. The Children's Early Years Quality Support Worker works 35 hours weekly for the duration of this temporary position, and the schedule includes day, evening and weekend shifts.

The minimum qualifications for this position include:

- Early Childhood Education Diploma or a letter of equivalency issued by the Association of Early Childhood Educators Ontario.
- Must be a Registered Early Childhood Educator in good standing.
- Minimum six months of full time experience in the children's early years sector.
- Highly developed interpersonal skills and critical reflection skills.
- Experience with presentation planning and implementation skills.
- Excellent customer service skills and the ability to work with a diverse client group in a professional manner.
- Strong organizational skills with the ability to maintain accurate records.
- Working knowledge of basic accounting functions, including but not limited to recording revenues and expenditures, and working within an allotted budget for events and resources.
- Ability to maintain confidentiality.
- Proven commitment to ongoing professional development and growth.
- Flexibility and capacity to adapt to change.
- Knowledge of computers, software, programmes and databases including Microsoft PowerPoint and Publisher.
- Valid driver's licence (minimum G2 class) and access to a reliable vehicle.

This position has a possibility of continuing in a Part Time capacity from January to June 2020 (approximately).

This position offers a benefit package and an hourly range of: \$26.84 to \$31.38 (2019 Non Union Compensation Grid).

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #064-19 by Thursday, May 23 at 4:00 pm.**

ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Children's Early Years Quality Support Worker	Reports to: Manager of Children's Early Years Community Services
Department: Social Services	Division: Children's Early Years
Effective: January 2018	Revised:

BASIC FUNCTION:

This position reports to the Manager of Children's Early Years Community Services and is responsible to support the increase of quality through capacity building in the early year's sector throughout the Wellington service delivery area. Through the use of evidence-based research, and consideration of legislative and service system requirements, this position will provide professional development opportunities, resources, and support services primarily for the pedagogical aspect of community based children's early year's programmes. Duties also include, but are not limited to, administrative requirements, community training, liaising with community agencies and committees, and adhering to the College of ECE's Standards of Practice and Code of Ethics.

PRINCIPAL RESPONSIBILITIES:

Under the direction of the Manager of Children's Early Years Community Services, the Children's Early Years Quality Support Worker has the following duties and responsibilities:

- Maintain membership of the College of Early Childhood Education in good standing and uphold its Standards of Practice and Code of Ethics in all interactions.
- Have a working knowledge of relevant Ministry legislation, policy and curriculum documents and the ability to interpret.
- Provide inclusive and collaborative support to enhance reflective practice and build capacity in the pedagogy of early years programmes through planned professional learning.
- Develop, facilitate and implement professional learning opportunities including training materials and presentations across all aspects of the Early Years system.
- Work collaboratively with other community service agency staff to build capacity and support interdisciplinary practice.
- Provide a solution focused approach when working with challenges.
- Attendance as required at meetings and events which may occur on evenings and weekends.
- Plan and implement agency events.
- Negotiate and establish contracts with caterers and venue providers for conferences and training events.
- Maintain records for event registration, receipt of monetary payments and issuing receipts for payments.
- Represent the County of Wellington in a professional manner.

CONTACTS:

Internal: Social Services Staff at all levels.

External: Community programme supervisors, staff/caregivers, home visitors, home child care providers, and not for profit volunteer board members, students, contracted services.

MINIMUM QUALIFICATIONS:

- Early Childhood Education Diploma or a letter of equivalency issued by the Association of Early Childhood Educators Ontario.
- Must be a Registered Early Childhood Educator in good standing.
- Minimum six months of full time experience in the children's early years sector.
- Highly developed interpersonal skills and critical reflection skills.
- Experience with presentation planning and implementation skills.
- Excellent customer service skills and the ability to work with a diverse client group in a professional manner.
- Strong organizational skills with the ability to maintain accurate records.
- Working knowledge of basic accounting functions, including but not limited to recording revenues and expenditures, and working within an allotted budget for events and resources.
- Effective time management and decision making skills.
- Ability to multitask and work independently.
- Well-developed written and verbal communication skills.
- Ability to maintain confidentiality.
- Proven commitment to ongoing professional development and growth.
- Flexibility and capacity to adapt to change.
- Knowledge of computers, software, programmes and databases including Microsoft PowerPoint and Publisher.
- Valid driver's licence (minimum G2 class) and access to a reliable vehicle.

SKILLS AND COMPETENCIES:

- Ability to multitask and work independently.
 - Ability to interpret and apply policies, procedures, regulations and legislation.
 - Knowledge of Adult Learning methodology and theories.
 - Strong ability to plan and implement professional learning opportunities.
 - Effective time management, decision making and organizational skills.
 - Ability to set goals and get results within a set timeline.
- CONDITIONS OF EMPLOYMENT:**
- Police Vulnerable Sector Check (upon hire and every five years thereafter)
 - Proof of Education/ Early Childhood Education Registration in Good Standing
 - Valid driver's licence and access to a reliable vehicle
 - Up-to-date Immunization Record

OTHER:

Regular Work Hours: 23.75 hours per week including evenings and weekends. Flexibility of hours as required under the supervision of the Manager of Children's Early Years Community Services based on the operational needs of the Wellington Service Delivery Early Years programmes