



THE CORPORATION OF THE COUNTY OF WELLINGTON

Social Services Department
Children's Early Years Division

Requires a

Director of Children's Early Years

Reporting to the Social Services Administrator (Children's Early Years, Housing, Ontario Works), the Director of Children's Early Years is responsible for overseeing all aspects of the County's role as the Consolidated Municipal Service Manager for Child Care and Early Years for the Wellington service delivery area (County of Wellington and City of Guelph). Duties include but are not limited to responsibility for leading the strategic service system planning, allocation of public funds, the development, implementation, administration, delivery and effective management of Children's Early Years, ensuring all requirements of the agreement with the Ministry of Education are met at all times. Responsible for providing leadership to the Early Years Managers, ensuring appropriate funding, policies and procedures are in place for effective service delivery, lead service system and community planning, authorizing purchase of service and funding agreements, ensuring that programme integrity and outcome requirements are met, and represent Children's Early Years Division on provincial and community planning tables. This position directly supervises a non-union and unionized environment and participates on the senior management team for the Social Services Department.

The minimum qualifications for this position include:

- Four year university degree in Childhood Studies, Early Childhood Education, Human Resources/Business or Public Administration or other related field.
- Minimum seven years of experience or equivalent and competence in progressively responsible and diverse management positions leading the delivery of services in a Child Care environment.
- Excellent management and leadership abilities including the ability to manage and direct in a unionized environment, solid communication skills, exceptional problem solving abilities and proven ability to work effectively and collaboratively with others.
- Detailed knowledge of federal and provincial legislation governing all areas of Children's Early Years and related directives, guidelines, policies and procedures.
- Familiarity with and knowledge of the relevant Acts and Legislation governing the programmes delivered by the Social Services Department would be an asset.
- Experience working in a team-based environment with a visionary approach to quality outcomes and efficient delivery of a broad range of social programmes.
- Experience in leading collaborative, community level, human service planning.
- Knowledge of programme evaluation tools and outcomes management approaches.
- Ability to lead and manage change.
- Ability to complete reports and documents and maintain accurate records.
- Ability to communicate clearly and effectively both verbally and in writing.
- Ability to build and sustain positive professional working relationships.
- Excellent presentation skills.
- Excellent knowledge of computers, software, programme and data bases.
- Knowledge and understanding of Ontario's Occupational Health and Safety Act.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.
- All new or rehired employees must provide proof of full vaccination against COVID-19 and agreement of the County of Wellington vaccination requirement, prior to commencing employment.

This position offers a comprehensive benefit package and a salary range of: \$117,717.60 - \$137,701.20 (2022 Non-Union Compensation Grid), based on a 35 hour work week.

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #250-22 by Friday, July 8 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: Director of Children's Early Years	Reports to: Social Services Administrator
Department: Social Services	Positions Supervised: Children's Early Years Staff (Six Direct Reports, approximately 130 Divisional Staff)
Effective: August 2002	Revised: June 2022

BASIC FUNCTION:

Reporting to the Social Services Administrator (Children's Early Years, Housing, Ontario Works), the Director of Children's Early Years is responsible for overseeing all aspects of the County's role as the Consolidated Municipal Service Manager for Child Care and Early Years for the Wellington service delivery area (County of Wellington and City of Guelph). Duties include but are not limited to responsibility for leading the strategic service system planning, allocation of public funds, the development, implementation, administration, delivery and effective management of Children's Early Years, ensuring all requirements of the agreement with the Ministry of Education are met at all times. Responsible for providing leadership to the Early Years Managers, ensuring appropriate funding, policies and procedures are in place for effective service delivery, lead service system and community planning, authorizing purchase of service and funding agreements, ensuring that programme integrity and outcome requirements are met, and represent Children's Early Years Division on provincial and community planning tables. This position directly supervises a non-union and unionized environment and participates on the senior management team for the Social Services Department.

PRINCIPAL RESPONSIBILITIES:

Under the guidance of the Social Services Administrator, the Director of Children's Early Years has the following duties and responsibilities:

General

- Represent the County of Wellington in meetings/committees and networks in the service delivery area and regionally.
- Liaise and work with the Ministry of Education and Treasury Department to ensure that financial processes and data collection meet accepted standards and that services are delivered within allotted budget.
- Liaise with the Human Resources Department on all personnel issues including the recruitment and selection of new employees.
- Identify staff training needs to ensure effective practices and seek and identify such training opportunities.
- Monitor the work of all direct reports to ensure compliance with all policies, procedures and relevant legislation, as well as to ensure effective, efficient and high quality customer service.
- Supervise employees in accordance with County of Wellington policies and procedures, union and non-union contracts, and Workplace Health and Safety legislation.
- Lead monthly managers' meetings for fiscal oversight, team work plans, policy implementation, evaluation and problem solving.
- Perform staff evaluations and identify staff training needs to ensure effective practices and seek such training opportunities.

- Monitor the development of on-going and special training functions and ensure opportunities for professional development are offered to staff.
- Assist social services in business continuity, emergency and pandemic planning.
- Participate in departmental and County wide meetings/committees and training.
- Respond to complaints and concerns regarding policies and procedures from the public, applicants, as well as elected officials or community agencies on behalf of clients.
- Ensuring a Healthy and Safe Workplace for employees, which includes but is not limited to:
 - Demonstrating knowledge and understanding of Ontario's Occupational Health and Safety Act.
 - Ensuring work is completed in compliance with all applicable health and safety legislation and established policies and procedures.
 - Ensuring both a physically and psychologically healthy workplace by actively working to prevent harm to employees' health and safety and promoting employee wellness.

Specific

- Oversee allocations of provincial and municipal allocations.
- Lead the development and implementation of the Children's Early Years Division Plan within the County's role as Consolidated Municipal Services Manager.
- Ensure all relevant provincial and municipal legislative and contractual requirements are maintained at all times.
- Develop internal policies and procedures to ensure all regulations are being met.
- Assist in the development and monitoring of contracts and budgets as they pertain to child care and early years services.
- Monitor and audit assigned programmes within Children's Early Years Division for efficiencies and quality of service.
- Oversee the planning of the child care and family supports system through leadership at local planning tables.
- Represent the Wellington service delivery at provincial advisory, consultation and strategic planning tables.
- Work collaboratively with local school boards in the development of co-locating child care and schools including approving affirmations of school board plans.
- Lead the development of new funding agreements, and purchase of service agreements and provide on-going support.
- Effectively implement new federal, provincial, and municipal initiatives and funding allocations in a timely manner.
- Attend, submit reports and make presentations at the Social Services Committee meetings, County Council, local Municipal Councils and the Ministry of Education.

PROBLEM SOLVING RESPONSIBILITIES:

- Handling personnel issues and conflict resolution.
- Maintain full range and quality of services within a limited budget.
- Implement new legislation and regulations to remain in compliance for all areas of the Social Services Department.
- Ensuring efficient and effective service delivery while staying within proposed budget.
- Able to plan and evaluate new services according in identified community needs.
- Interpret provincial and federal legislation.
- Collaborate with community agencies to provide services in an effective and efficient manner while avoiding duplication of service.

CONTACTS:

Internal:

- All Social Services Staff, County of Wellington Staff, Councilors.

External:

- Provincial and Federal officials and personnel, local and provincial; associations, municipal colleagues from other regions, and numerous community agencies/partners, advocates and clients.

MINIMUM QUALIFICATIONS:

- Four year university degree in Childhood Studies, Early Childhood Education, Human Resources/Business or Public Administration or other related field.
- Minimum seven years of experience or equivalent and competence in progressively responsible and diverse management positions leading the delivery of services in a Child Care environment.
- Excellent management and leadership abilities including the ability to manage and direct in a unionized environment, solid communication skills, exceptional problem solving abilities and proven ability to work effectively and collaboratively with others.
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- Excellent presentation skills.
- Excellent knowledge of computers, software, programme and data bases.
- Knowledge and understanding of Ontario's Occupational Health and Safety Act.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.

OTHER:

- 35 hours per week, Monday to Friday.
- Flexibility is required to accommodate special circumstances of this position. Evening meetings will require attendance.
- Regular travel required to attend meetings, training and work events.