

**North Shore Neighbourhood House**  
**Wednesday, March 5, 2025**  
**C.U.P.E. JOB VACANCY**  
**SUPPORTED CHILDCARE CONSULTANT**

**Posting Reference Number # 2025-1920-01 (please refer to this number when applying)**

**RATE:**               **\$35.43 per hour**

**Hours of Work:**   **Full-time – 35 hours per week**

**Location:**           **Supported Child Development Office – 143 East 14<sup>th</sup> Street**

**Effective:**           **Immediately**

**Please note: This position requires ECE/Post Basic Special Needs certification or a degree in a related field. Applicants must have First Aid certificate and a car. Three years experience working with children with Developmental Disabilities preferred.**

**Nature and Scope of Work**

This is specialized work in Supported Child Care involving the coordination and collaboration with a transdisciplinary team in designing effective program plans and support to parents and caregivers. An incumbent also facilitates childcare placements and monitors the implementation of the supported childcare program. An incumbent works under general supervision and exercises considerable independence of judgment and action in carrying out the duties and responsibilities of the work, however, policy matters are discussed with or referred to a supervisor. Work performance is reviewed in terms of attainment of desired objectives.

**Illustrative Examples of Work**

In consultation with a multidisciplinary team, participates in designing program plans, monitoring the implementation of the program ensuring the services are within the prescribed budget; assists in the on-going development of policies and procedures for supported childcare.

Liaises and consults a wide variety of internal and external contacts; establishes and maintains effective working relations with various organizations and agencies; develops a working network with ECE personnel.

Interviews families and children requiring extra support, assessing their needs and the ability of the childcare centres to accommodate those needs and requirements; facilitates the placement; acts as a liaison between the family, the centre, the school and other community support team members.

Participates in the development of training programs for staff, caregivers and parents and may supervise as well as train staff.

Prepares and maintains a variety of reports, records, statistics, and files related to the work performed.

Performs related work as required.

**Required Knowledge, Abilities & Skills**

Thorough knowledge of care and guidance practices to promote social and personal development of young children, including those with behavioural difficulties and/or developmental delays.

Thorough knowledge of applicable policies, regulations and rules governing the work performed.

Considerable knowledge of the framework of the community and professional services and the childcare options available in the community.

Ability to assess the needs of the family, caregivers, and childcare centres to plan and carry out activities to promote social and personal development in children.

Ability to assess the needs of children requiring extra support.

Ability to develop and maintain effective and harmonious working relationships with a variety of families, children, staff and community resources.

Ability to assess training requirements; develop and facilitate workshops for families, caregivers and staff; to supervise staff as required.

Skill in exercising patience and consistency in behaviour management.

**Desirable Training and Experience**

Completion of a Diploma program in Early Childhood Education plus considerable experience working independently in a consultative position with families and their children who require extra support and some supervisory experience or a suitable combination of training and experience.

Early Childhood Education, Special Needs Certificate and Infant Toddler Certificate preferred.

**Required Licenses, Certificates and Registrations**

ECE Certificate plus Post Basic Special Needs Certificate

Emergency First Aid Certificate

Valid Class 5 Driver's License

**Please apply to:**

Roberta Niccoli-Morrison  
Manager Supported Child Development Program

Roberta Niccoli-Morrison <[roberta@nsscdp.com](mailto:roberta@nsscdp.com)>

Closing Date: Wednesday, March 12, 2025