



Manager, Licensed and Regulated Childcare

As the Manager, you will provide leadership and program direction to our Child Care programs licensed by the Ministry of Education and Care for Newcomer Children (CNC). Specific attention will be given to ensuring licensing and regulatory standards are upheld in all child care and child minding programs.

- Compliance management of all licensed child care programs under The Child Care and Early Years Act, 2014 (CCEYA) and all Care for Newcomer Children (CNC) accredited programs operated in two Welcome Centres for Immigrant Services and two community schools in York Region
- Identify and develop opportunities for participant growth within the current programs
- Identify and develop opportunities for expansion of Licensed Child Care programs
- Drafts policies and prepare procedures to implement licensed and regulated care program policies and review on an annual basis
- Responsible for the financial management, planning, administration of and reporting of budgets and expenditures
- Development, implementation, oversight and management of all licensed and regulated childcare programs providing ongoing direction, leadership and supports the delivery of programs and services to maintain or improve quality and ensure continued excellence
- Adhere to the performance management process for all staff which includes monitoring the performance of staff on an on-going basis, documenting interactions and conducting an annual performance reviews following Organizational processes
- Oversee staff recruitment, training, supervising and scheduling of child care and child minding site supervisors, child care and child minding staff
- Attend and participate in various committees, meetings and events toward Community stakeholder engagement, and planning consultation as required.
- Develop and maintain partnerships with key affiliated organizations and agencies, elected representatives and Government staff.
- Monitor and manage staff discipline concerns, providing an appropriate plan and documented steps for coaching and mentoring staff to improve performance using appropriate tools and techniques
- Provide direct program support to ensure ratio coverage as required
- Set priorities, develop a work schedule, monitor progress towards organization and division KPI's, and track details, data, information and activities for program and staff/personal progress
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations

Skills

- Strong verbal, written and interpersonal communication skills that allow one to work effectively in a diverse working environment with all levels of staff, the public and program participants
- Ability to develop a team in a dynamic, complex environment to enhance effective working relationships at all levels including clients, staff, community agencies and the public
- Strong working knowledge of child development theories and practices
- A clear and solid understanding of relevant legislation, personnel policies, practices, and procedures and other operational issues faced by the organization
- Excellent organizational, time management and prioritization skills
- Effective attention to detail and a high degree of accuracy
- Self-accountability along with a commitment to discretion and privacy
- Sound analytical thinking, planning, prioritization, and execution skills

Requirements

- Bachelor's degree or Diploma in Early Childhood Education (ECE) or related field
- 3 years' leadership experience in licensed and regulated Child Care at a management level
- Proven management abilities, with a strong focus on operations and organization processes
- High level of integrity, confidentiality, and accountability
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills
- Current Satisfactory Vulnerable Sector Screen
- Valid Driver's License, access to reliable transportation

Work Conditions

- Ability to attend off-site meetings
- Interacts with children, youth, family members, teachers, administration, staff and visitors
- May be exposed to infectious waste, diseases, conditions, etc.
- Work schedule may include some evening and weekends
- Intermittent physical activity including walking, standing, sitting, bending, kneeling, crouching or crawling, lifting and supporting children

Job Type: Full-time

Salary: \$60,000.00-\$63,700.00 per year

Benefits:

- Dental care
- Employee assistance program
- Extended health care
- On-site parking
- Paid time off

Schedule:

- 8 hour shift

Ability to commute/relocate:

- Newmarket, ON L3Y 7B9: reliably commute or plan to relocate before starting work (required)

Experience:

- Childcare Management: 3 years (preferred)

Licence/Certification:

- Registered Early Childhood Education (RECE) (preferred)

Expected start date: 2022-09-15