



FAMILY HOME CONSULTANT (Permanent full-time position 35 hours per week)

Chebucto Family Centre, 3 Sylvia Avenue Halifax NS

The Chebucto Family Centre (a service of the Home of the Guardian Angel) is located in the community of Spryfield. **The Family Home Consultant** provides services and support to care providers and family day care homes under the Agency as required by the Nova Scotia Day Care Regulations.

Details of Employment:

Monday – Friday 9-4pm (flexible, some evenings as required)

Salary: Per classification level (medical, dental and pension plan available)

15 days vacation, 15 sick days, 5 personal days

Anticipated start date – End of September 2019

Qualifications:

- Diploma or degree in Early Childhood Education from a recognized university /college – minimum level 2 classification.
- Minimum three years experience working in an early learning childcare program.
- Current First Aid and CPR training.
- Demonstrated ability to create strong relationships with families, co-workers and community partners.
- Excellent interpersonal, leadership, communication and peer support skills.
- Familiarity with resources for families.
- Thorough knowledge and understanding of child development, family dynamics and Day Care Act/ Regulations.
- Sensitivity to the concerns of parents of young children.
- Knowledge and understanding of social issues and how they impact family dynamics.
- Organization and facilitation experience.
- Strong administrative skills. Familiarity with Microsoft Office and internet use.
- Working knowledge of social media platforms an asset.

Direct Duties:

- Foster and maintain a collaborative relationship with care providers through regular monthly visits and playgroups.
- Facilitates Family Home Day Care level 1 training to new care providers (program provided).
- Plan and implement monthly meetings with care providers.
- Plan and implement developmentally appropriate monthly play groups in collaboration with care providers.
- Maintains open communication with care providers and respects confidentiality policies.
- Ensuring that care providers are kept up-to-date in regards to programming and other relevant information.
- Maintains open communication with director.
- Assisting parents in matching child care needs with available and relevant home day cares.
- Assist in preparation and delivery of Care Provider and Parent Advisory Committee Meetings.
- Complete required administrative tasks and record-keeping and assist Director with administration as needed.
- Maintains and monitors the resource lending library.
- Maintains knowledge of community resources, shares information and links care providers with relevant resources in their area.
- Complies with required NS Day Care Act and Regulations to ensure classification and safety checks are up-to-date.
- Complies and stays current with NS Day Care Act and Regulations as they relate to the Family Home Day Care Program and Agency policies.

To apply:

Email cover letter and resume to Jane Hall, Family Day Home Director

jane@hgahfx.ca

Deadline to apply is Friday, September 6th at 4pm.