



Job Specification

Position Title: CHILD CARE ADVISOR - 2 bilingual and 4 unilingual
Job Code: AMAPCEO - Social Prog AdmAma UnitASL20, 20ASL
Job ID: 33555

Purpose of Position:

To provide policy and program advice, interpretation and clarification on provincial early learning and child care policy, and regulations, to Consolidated Municipal Service Managers (CMSM`s), District Social Services Administration Boards (DSSAB`s), First Nations and non-government agencies. To act as the Ministry`s key contact and advisor on child care program management with municipal levels of government and First Nations.

Duties/Responsibilities:

Within a regional office environment, where incumbents are assigned to a group of clients/stakeholders, the position:

1. Provides policy clarification, interpretation and direction, expertise and advice to clients/stakeholders in order to support the implementation of the province`s strategic directions to create a continuity of early learning experiences and provide Ontario children with integrated high quality early learning and child care programs that help lay the foundation for a healthy and productive life.
2. Provides expertise in child development and early learning theory and best practices for the development of early learning/child care services and program options which respond to local community needs. Ensures programs are implemented consistent with ministry, legislation and policy requirements for the continuity of early learning experiences for children within a continuum of child care and related planning and supports for 0 - 12 year olds.
3. Develops and implements strategies for stakeholder management and engagement to promote initiatives, ensure the ministry is represented at community planning tables; ensure effective working partnerships are developed and maintained with CMSM`s, DSSAB`s, First Nations, the Francophone community, non-government agencies and other stakeholders and to facilitate collaboration and linkages among government and non-government service providers.
4. Develops collaborative efforts with colleague Education Officers to support the implementation of the Full-Day Early Learning Kindergarten and Child Care Program within a continuum of child care and related supports for child 0-12 years.
5. Monitors and reports on compliance with program and funding guidelines, frameworks and ministry strategic directions including the analysis of service plan submissions comprised of multiple funding streams and service targets within each contract for consistency with prescribed legislation, provincial policy, procedures, and accuracy of judgement, data and rationale used to support budget requests; monitoring of program towards the effective implementation of ministry policies and programs and service targets.
6. Manages regional program issues related to both child care contract and program management through the proactive identification, research and resolution of often complex and contentious program implementation and stakeholder issues as well as monitoring trends and activities and providing direction, expertise and advice to clients/stakeholders in order to support the implementation of the province`s strategic directions to create a continuity of early learning experiences and provide Ontario children with integrated high quality early learning and child care in the community. Maintains linkage with Regional Child Care Licensing Unit related to issue management and reporting to senior management. Prepares briefing and issues notes, advisory reports, background reports, contentious issue reports, briefing and ministerial correspondence to provide input and advice to senior management.
7. Provides input to ministry policy and program development to ensure the needs of CMSMs/DSSABs, First Nations and non governmental agencies are considered in the ministry decision making process and ensuring linkages with other programs (e.g. licensing and quality assurance, Financial Analysis and Accountability Branch). Consults with clients and stakeholders to facilitate input into ministry legislation,

policies and guidelines and participates on committees and task forces to review and validate policy.

Knowledge:

Position requires knowledge and understanding of child development and early learning theory and practices to provide expertise on the development of early learning/child care services and program options for implementation of programs at the regional level. Knowledge of Ministry Business Plan and strategic directions for the Full Day Early Learning Kindergarten and Child Care programs to provide policy clarification, direction and expertise to government and non-government agencies for optimum program implementation and to monitor and report on compliance with program and funding guidelines, frameworks and ministry strategic directions. Knowledge of related legislation (e.g., Day Nurseries Act, Education Act, Child and Family Services Act, Indian Welfare Services Act, Ministry of Community and Social Services Act, Ontario Works Act) to ensure compliance and linkages. Knowledge of policy and program analysis and development methods to provide input to ministry policy and program development, provide program options to stakeholders and to ensure the needs of CMSMs/DSSABs, First Nations and non governmental agencies are considered in the ministry decision making process. Strategic planning and analysis to plan and implement various methods and plans to contribute to program implementation. Strategic development and stakeholder relationship skills to develop and implement strategies for stakeholder management and liaison with a wide range and level of ongoing stakeholders at the government and non-government levels. Strong leadership, facilitation and organizational skills to provide expertise, policy and program advice to CMSMs/DSSABs, First Nations, non governmental agencies and stakeholders in the implementation of a new high profile program initiative. Problem solving and issue management skills to assess risks, develop recommendations, and resolve issues. Analytical skills to interpret and apply complex concepts in items such as reports, contracts, policy, legislation and regulation. Analytical skills to review legislation, service plans, ministry policy, and strategic directions and provide interpretation and clarification. Oral communication skills to clarify and interpret ministry strategic directions, legislation and policy and to develop and make presentations. Written skills to prepare detailed reports, presentations, resource materials, briefing notes and ministerial correspondence. Ability to plan own work within specified deadlines and change priorities as required. Knowledge and skills in monitoring budgets, understanding complex funding models to advise on funding pressures and to inform funding policy.

Judgement:

Position works under the general direction of the Manager, Early Learning and Child Care Implementation and the broad framework of the ministry`s strategic direction for the Full-Day Early Learning Kindergarten and Child Care Programs. Position works in a new environment and is responsible for promoting a new high profile government initiative with limited precedent where there is high scrutiny and sensitivity. Judgement is exercised in balancing the need to ensure sound policy clarification and direction with the provision of expertise in the area of child development and early learning theory and best practice to ensure programs implemented within early learning and child care environments are consistent with the MEDU philosophy and strategic objectives. Judgement is exercised in developing and managing key government and non-government relationships which are critical to the success of program implementation, where clients and stakeholders rely upon the position to provide the necessary direction, expertise and advice to ensure program success. Judgement is exercised in analysing service plan submissions for consistency with prescribed procedures, legislation, provincial policy directives where there are multiple streams of funding and a large number of service targets within each contract requiring judgement to convey information between stakeholders and financial staff. Judgement is also exercised in facilitating input to ministry policy and program development resulting from these analyses and applying a strategic approach to identify trends and issues and recommend policy and program changes. Judgement is exercised in identifying and resolving issues and in monitoring progress towards the effective implementation of ministry policies and programs in assigned area. Judgement is also exercised in identifying and resolving a range of issues ranging from policy interpretation and compliance to successful program implementation for quality child care services within the continuum of child care and supports for 0 – 12 year olds. Judgement is also exercised in monitoring trends and impacts in the child care system and providing strategic advice to address these impacts.

Accountability - Programs:

Provides policy and program advice, interpretation and clarification on provincial early learning and child care policy, and regulations, to Consolidated Municipal Service Managers (CMSM`s), District Social Services Administration Boards (DSSAB`s), First Nations and non-government agencies. Provides expertise in child development and early learning theory and best practices for the development of early learning/child care services and program options which respond to local community needs. Provides input to ministry policy and program development and consults with clients and stakeholders to facilitate input into ministry legislation, policies and guidelines.

Accountability - Finance & Material:

Monitors and reports on compliance with program and funding guidelines, frameworks and ministry strategic directions including the analysis of service plan submissions for consistency with prescribed legislation, provincial policy, procedures, and accuracy of judgement, data and rationale used to support

budget requests. Provides input and strategic advice concerning community needs and funding pressures to inform funding policy.

Accountability - Impact of Errors:

The provision of ineffective policy and program advice as well as a lack of expertise in child development and early learning theory and best practices will result in the inability of a wide range of diverse stakeholders to provide the necessary level of learning experiences and quality care for children in the early years, further resulting in criticism by parents, and ineffective use of public funds in this far reaching initiative which has high public and media scrutiny.

Contact - Internal:

Daily contact with Senior Management and regular contact with Director to keep ADM informed of issues/trends and serious incidents. Frequent contact with Early Learning and Child Care Implementation Branch colleagues (e.g. Education Officers) to develop collaborative efforts to support the implementation of the Full-Day Early Learning Kindergarten and Child Care Program and to deal with issues management. Frequent contact with the Financial Accountability and Analysis Branch to deal with budget requests and financial questions related to contracts with CMSMs, DSSABs, First Nations. Frequent contact with Early Learning and Child Care Policy and Program Branch and stakeholder relation colleagues to ensure Consolidated Municipal Service Managers (CMSM`s), District Social Services Administration Boards (DSSAB`s), First Nations needs are considered in the development of ministry decision making process and ensuring linkages with other programs, to clarify policy and legislative requirements to stakeholders. Participates in task forces and focus groups to review and validate policy. Frequent contact with CYS, MOHLTC and MAA colleagues to provide expertise, discuss matters of mutual concern and opportunities for cooperation. Regular contact with the Regional Child Care Licensing Unit to provide support where the issue may have impact on EDU programs.

Contact - External:

Frequent contact with General Managers and Business Managers of CMSMs (upper tier municipalities); General Managers and Business Managers of District Social Services Association Boards; First Nations Social Services Directors; Executive Directors of non-government agencies e.g child care agencies and those providing child care special needs services; Chairs of stakeholder organizations (e.g French-Language Organizations; Child care service provider organizations; Best Start Networks etc) to provide expertise, direction and stakeholder management to support the implementation of the province`s early learning and child care strategic directions; to provide expertise in child development and early learning theory/best practices and to resolve a range of complex and contentious program implementation and stakeholder issues. Represents the ministry at community planning tables. Regular contact with CMSMs/DSSABs/First Nations to act as the ministry key contact to support the implementation of the full-day early learning kindergarten and child care program extended day through the provision of expertise, consultative services and advice