



DNSSAB IS HIRING!

Supporting Human Services in Our Community

The DNSSAB helps people put an affordable roof over their heads, makes sure ambulances take them to hospital when needed, assists in finding affordable childcare, and is there when a little support can make a world of difference during a difficult time.

BULLETIN NO.: D2026-34

POSITION: Quality & Inclusion Program Specialist

DURATION: Temporary Full-Time (up to 12 months)

SALARY: \$63,209.63 to \$75,629.06

LOCATION: North Bay, ON

The Quality & Inclusion Program Specialist supports high-quality, inclusive early learning and childcare programs by advising educators, families, and partners. Through coaching, mentoring, and evidence-based strategies, the specialist promotes belonging, equity, and participation while helping remove barriers so all children are welcomed, respected, and meaningfully included in care settings.

Qualifications:

- Post-Secondary diploma in Early Childhood Education and registration with the College of Early Childhood Education.
- 3 years related experience in service delivery or program administration under the Child Care and Early Years Act.
- Experience in the delivery of community-based services including coaching, mentoring and consultations.
- Additional training/experience/education related to working with Children with Exceptional Needs such as ABA, Speech and Language, Flip It, BMST, Resource Consultant Certificate, etc.
- Commitment to ongoing professional development that supports quality and inclusive practices, cultural safety and competency, trauma informed care.
- Working knowledge of the Child Care and Early Years Act, Education Act, the Ontario Child Care Services Management, Ministry Guidelines, federal, provincial and local childcare initiatives.
- Knowledge of standard program and rating scales and early identification tools such as ITERS, ECERS, SACERS, PAS, SECIQS, ASQ, LookSee, etc.
- Excellent working knowledge of Ontario's Vision and pedagogical approach "How Does Learning Happen?" for early years and childcare programs.
- Good working knowledge of local community agencies and the services that they provide.
- Excellent organizational, analytical, and communication skills (both verbal and written);
- Ability to follow directions and provide appropriate recommendations.
- Working knowledge of Microsoft Suite; PowerPoint, Outlook, Excel, Word, SharePoint and Lists.
- Report writing and presentation skills with excellent customer service skills.
- Understanding of accepted standards with respect to confidentiality.
- Valid Ontario Driver's license and access to a reliable vehicle for travel within District of Nipissing.

Contract Employees Enjoy:

- OMERS Pension Plan (Non-Full Time Employees)
- Employee Assistance Program
- Union Affiliation CUPE 4720-01
- Wellness Activities
- Annual Staff Development Day
- Long-Service & Retirement Recognition
- A Psychologically Safe Workspace
- The Right to Disconnect
- Commitment to Diversity & Inclusion

Must be legally eligible to work in Canada. Police Record Check within three (3) months is a requirement.

This position is for an existing vacancy. Applicants must submit a current resume with a cover letter to the Human Resources Department by email at jobs@dnssab.ca indicating how their qualifications meet the requirements specified in the bulletin. Please ensure to indicate the bulletin number and position title for the specified posting you are applying for. Applications for the above position will be accepted until 4:30pm, Tuesday, June 9, 2026.

DNSSAB is an equal opportunity employer. In accordance with DNSSAB's Accessibility Policy, accommodations will be provided in all parts of the hiring process. Applicants are encouraged to make their needs known to Human Resources in advance. The DNSSAB does not use artificial intelligence or automated decision-making tools at any stage of the recruitment.