



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.: D2025-62

SALARY: \$61,368.57 to \$73,426.27

POSITION: Quality & Inclusion Program Specialist

LOCATION: North Bay, ON

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

The Quality & Inclusion Program Specialist is a dedicated and culturally competent individual who ensures that early learning and child care programs are high quality and inclusive for all children and families. This position plays a crucial role in supporting early learning and child care services, provides advice, guidance, support, resources and recommendations to external DNSSAB-funded early learning and child care educator teams and to facilitate the inclusion of children with differing abilities into licensed child care, EarlyON Child and Family Centres, and approved camps and children's recreation programs

Involving direct interactions with children, early learning and child care educator teams, parents/guardians and community partners. The Quality & Inclusion Program Specialist will engage in coaching and mentoring, demonstrating evidence-based approaches and inclusive techniques that align with the Ministry's pedagogical approach. This includes modelling strategies that foster belonging, engagement, well-being, and expression, and promoting environments where every child's rights to participation, inclusion, and equity are upheld. Through intentional guidance, the Quality & Inclusion Program Specialist will support educators in recognizing and removing barriers, ensuring that all children are welcomed, valued, and meaningfully included in ways that respect their unique identities, abilities, and cultural backgrounds.

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 child care programs.
- Good working knowledge of local community agencies and the services that they provide.
- Excellent organizational skills, analytical skills, 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)
- Be Part of an Inclusive Work Culture
- Employee Assistance Program
- Wellness Activities
- Annual Staff Development Day
- Long-Service & Retirement Recognition
- A Psychologically Safe Workspace
- The Right to Disconnect
- Commitment to Diversity & Inclusion
- Business Casual Dress Code

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

Applications for the above position will **only** be accepted through the **Plum Recruitment** Tool up to **4:30pm, Friday, October 31st, 2025**. Please follow this link <https://bit.ly/474Hhff> to apply now! You will be required to create a profile and complete an assessment prior to uploading your cover letter and resume. Your profile will allow you to stand out from your fellow applicants for your unique skillset. See how bright your future could be. Come join our team and help make a difference in the lives of the people we serve!

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.