



The District of Nipissing Social Services Administration Board is hiring!

Children's Services Quality Assurance Program Specialist (Up to 12 months) BULLETIN NO. D2022-05

Do you aspire to have a fulfilling position working in the public sector with a locally respected organization? Do you have diploma in Early Childhood Education with 3 years related experience in service delivery and program administration? Do you working knowledge of various child care services legislative Acts, guidelines and childcare initiatives? Are you a strong communicator, with excellent customer service and organizational skills and have the ability to work effectively in a team environment? At the District of Nipissing Social Services Administration Board (DNSSAB) we are looking for a talented Quality Assurance Program Specialist to add to our exceptional Children's Services team.

This temporary Quality Assurance Program Specialist position for up to 12 months is physically located in North Bay and currently provides a combination of remote and in-office work. This position provides recommendations and supports with the implementation of strategies to ensure the quality of early years and child care programs funded by the DNSSAB (i.e. site visits, on-going provider supports, goal setting and professional learning). The DNSSAB offers a competitive salary of \$56,209.92 per year, a team oriented work environment, and is committed to ongoing development.

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;
- 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 (e.g. ITERS, ECERS etc.), Ontario's Vision and pedagogical approach, and of local community agencies and their services;
- Excellent organizational skills and analytical skills, with the ability to follow directions and provide appropriate recommendations;
- Excellent customer service skills and communication skills (both verbal and written), report writing and presentation skills; Fluently bilingual in both French and English is considered to be an asset;
- Valid Ontario Driver's license and access to a reliable vehicle for use on the job.

Must be legally eligible to work in Canada.

Criminal Reference Check within three (3) months is a requirement.

Applications for the above position will only be accepted through the **Plum Recruitment Tool** up to **4:30 PM, Friday, January 28th, 2022**. Please follow this link <https://bit.ly/3272VAW> 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. We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed.