

## JOB DESCRIPTION

<b>JOB TITLE</b>	Children's Service Data & Early Years Program Coordinator
<b>DEPARTMENT / PROGRAM AREA</b>	Children's Services
<b>REPORTING TO</b>	Director, Children's Services
<b>EFFECTIVE DATE</b>	April 2022
<b>SALARY</b>	Band 5

### JOB SUMMARY

Under direction of the Director, Children's Services is responsible for providing support for planning, implementing and evaluating outcomes for early years and child care programs and services throughout the Nipissing District.

The Children's Services Data & Early Years Program Coordinator is also responsible for conducting research, designing data collection processes and tools, monitoring and evaluating programs and analysing data to help inform both program outcomes and strategic direction.

The Children's Services Data & Early Years Program Coordinator will be creative and adaptable, working with internal and external stakeholders to develop, maintain and support with Children's Services communication strategy (i.e. website updates, social media, etc.).

In collaboration with the Director Children's Services, plans and integrates strategic initiatives in the ongoing development of the early years sector throughout the district.

This position is the designated back up to the Children's Services management team.

Furthermore, this position will support and assist with the development of mechanisms that further promote service system integration within the early years and child care sector.

### JOB DUTIES AND RESPONSIBILITIES

#### **Data Coordination**

- Ensures the data integrity of the applications by training, monitoring and supporting internal and external end users to ensure quality and accuracy required for data and statistic integrity.

- Develops and implements processes for recording and, reporting data, monitoring outcomes and evaluating effectiveness of program and service to ensure service system outcomes.
- Prepares documents, designs reports and creates maps using various software programs such as Excel, Tableau, OCCMS, ERAM, Child Care Registry and other software as required.
- Support EDI implementation by local school boards and work with other data analysis coordinators to ensure consistent EDI analysis and reporting.
- Assist with the development and evaluation of the DNSSAB's quality assurance initiatives.
- Acts as a liaison with community partners and stakeholders in support of various projects, planning and data collection.
- Identifies all local sources of data, participates in data workgroups locally and across the Province to enhance, evaluate and disseminate service delivery information.
- Coordinates the collection and storage of data with the DNSSAB's Research Analyst.
- Supports the planning, developing and implementation of the early years and child care plans.

### **ServiceSystem Planning**

- Support and assists with the development of mechanisms that further promote service system integration in collaborate and work with community partners, school boards, service providers, stakeholders and DNSSAB staff.
- Participates with community tables, project steering groups, making presentations and written reports to internal and external stakeholders, as required.
- Provide analysis and recommendations about future program and service options related to the early years and child care portfolio.
- Plans and supports with community consultations, surveys and information sessions regarding early years and child care throughout the District.
- Develops, analyses and prepares detailed reports from various early years and child care sources (i.e. EDI reports, OEYCFC reports, Child Care Reports).
- Build capacity, awareness and understanding of early years and child care research among community partners, services providers and stakeholders, and promote research and evaluation findings in recommendations in order to support evidence-informed decision making.
- Participate on various project teams, and multi-partner projects.

### **Communication Strategies**

- Support with the development, implementation and evaluation of Children's Services Communication Strategy by regularly consulting with internal and external key stakeholders to ensure that the communication strategies continue to meet departmental and strategic objectives (i.e. website updates, social media, etc.).
- Ensures all requirements pertaining to French Language Services Act are met.
- Remains current with research pertaining to all aspects of the early years and child care services and disseminates research findings to program staff and appropriate community partners.

### **Early Years System Coordination**

- Develops and maintains cooperative, collaborative and strategic relationships with service providers and community and school board partners.
- Assists with the implementation of a wide range of core and customized early years programs and services.

- Provides oversight of the early years programs and services including providing recommendations for new initiatives and pilot projects, evaluation, resource allocation and partnership development.
- Supports with the development and updating of existing EarlyON policies, procedures, guidelines and protocols in alignment with provincial and local priorities.
- Provides guidance, expertise, analysis and advice to support service system management responsibilities and accountabilities as they relate to the early years sector.
- Collaborates in the development and /or administration of legal agreements and reporting requirements for mandated programs to achieve required outcomes and meet Ministry audit requirements.
- Interpreting relevant legislation as well as monitoring delivery, analysing and advising on the impact of changes on service delivery and department budget.
- Provides leadership in new initiatives and pilot projects to support high quality early years and child care program throughout the district.

### **Back up to Children’s Services Management Team**

- Acts as back up to the Children’s Services Management Team by supervising and providing guidance to a team of staff with a variety of job functions.
- Acts as an internal and external resource by responding to urgent enquiries as they arise.
- Related duties, as assigned
- **As a DNSSAB employee, the position is responsible for creating, maintaining and actively participating in a respectful workplace that is free of all forms of harassment, discrimination and violence.**

## **QUALIFICATIONS**

- 
- Successful completion of a three (3) year College diploma or University Degree in Social Services, Business Administration or related field, with focus on data collection and analysis and/or analytical research focus.
- Experience working at a supervisory level is considered to be an asset.
- Good knowledge and understanding of the early years and child care sector.
- One year experience in the role or data collection, analysis, research and evaluating, preferably in a children’s service setting;
- Experience working with computer software used for assembling statistical databases, data manipulation and analysis;
- Experience in the application of statistical research methodologies, descriptive and inferential statistics;
- Ability to establish processes that ensure data integrity;
- Knowledge of applicable legislation, standards and theories of early childhood education an asset;
- Detail oriented with keen observation skills;
- Advanced computer skills in desktop applications including Microsoft Office Suite, , OCCMS, Tableau and ERAM Programs;
- Excellent communication, interpersonal, technological, analytical, and presentation and facilitation skills required;
- Ability to work in a stressful, fast-paced and constant change environment;
- Demonstrate a high level of attention to detail, accuracy and precision in work processes;
- Ability to be flexible in order to adapt to changing work requirements;
- Time management skills and the ability to work independently;

- Demonstrate respect of the confidentiality of privileged and sensitive information and/or data;
- Comfortable working in non-standardized work environments and outside regular business hours;
- Ability to travel throughout the Nipissing District and neighbouring districts for work related purposes;
- A valid Ontario Driver's License and a vehicle available for use on the job;
- Ability to communicate in both official languages is considered to be an asset.

## STATEMENT OF MANAGEMENT DUTIES AND RESPONSIBILITIES IN DNSSAB

### **All management is responsible and accountable for:**

- Commitment to the achievement of Quality Services and Healthy Workplace through DNSSAB's Strategic Plan and Direction;
- Planning through participation and input into strategic planning, developing operating and financial plans, monitoring plan progress, reporting on plan results and evaluating the effectiveness of planning activities;
- Effective and efficient management of financial and human resources;
- Developing and organizing work processes, assigning work to staff, monitoring progress on outputs and quality, identifying process and workflow issues and developing solutions to these problems to achieve efficient, effective and quality services;
- Developing and implementing appropriate measurements for plans and workload productivity, analyzing and reporting on measures;
- Managing, Supervising Human Resources through recruitment and selection of staff, orientation, training, performance management, monitoring compliance with organization policies and standards, administration of Collective Agreement including grievance investigation and resolution;
- Internal and External Communication through written correspondence, reports and through oral presentations and meetings with staff and community;
- Maintain awareness of external and operational trends to identify impacts on DNSSAB mandates and programs.
- Effectively manage and safeguard Board assets both tangible and intangible;
- Be committed to the highest standards of ethics and business conduct;
- Promote and protect the good reputation of the organization.