



Supervisor of Home Child Care and Inclusion Support Services
1-Year Full-time Contract, 35 Hours / Week
Location – District of Parry Sound

At the District of Parry Sound Social Services Administration Board (PSDSSAB), we are committed to providing caring human services that empower and enable the people we serve to improve their quality of life. As the Service Manager for the Province of Ontario, the PSDSSAB delivers Income Support, Housing Services, Early Learning and Child Care Services, and Women’s Services. We are dedicated to upholding a respectful and inclusive workplace with PSDSSAB values, supporting our employees, and offering generous compensation, and pension packages. We also encourage ongoing professional development and a healthy work-life balance.

Located on Hwy 400, approximately two hours north of Toronto, Parry Sound is situated on the shores of Georgian Bay in the UNESCO-designated Georgian Bay Biosphere Reserve. Parry Sound is a vibrant and dynamic community to live, work, and play.

Overview of the Opportunity

The **Supervisor of Home Child Care and Inclusion Support Services** assumes responsibility for the day-to-day operation and administration of the Home Child Care (HCC) program and Inclusion Support Services (ISS) program, through organization, planning, and performance management. This includes supervising assigned staff to ensure work is performed in compliance with legislation and Board policies.

Required Qualifications Include

- Successful completion of post-secondary education in the area of Early Childhood Education, an Early Childhood Education Diploma.
- Current Member of the College of ECE.
- Minimum of 2 years experience in a supervisory capacity or 5 years experience in a related child care field.
- Excellent communication, planning, organizational and problem-solving skills.
- Ability to supervise off-site staff.
- Ability to budget for and administer the operations of the child care programs.
- Strong interpersonal skills in emotional intelligence and coaching.
- Strong computer literacy skills in a Windows environment and ability to work with new computer technology.
- Valid certification in Standard First Aid, including Infant and Child CPR.
- Ability to travel throughout the District as required.

Please note: Formal proficiency testing will be completed to evaluate proficiency level in Microsoft Word and Excel.

Principal Responsibilities Include

- Assume responsibility for the initial entry, ongoing enrollment, and documentation of each child.
- Assign caseloads to Resource Consultants and process program referrals.

- Ensure activities that are stimulating and appropriate to the needs and ages of the children are planned and implemented.
- Deals professionally and effectively with Provincial Ministry representatives and community partners.
- Ensure that Individual Support Plans (ISP) and Individual Training Plans (ITP) records and reports on child development with the program, and on parental contacts are maintained.
- Ensure that Home Child Care parental and Provider contracts and Inclusion Support Services parental agreements are current.
- Assist with the development and ongoing management of the annual budget.

A full copy of the job description, including full qualifications and responsibilities, is available upon request from jobs@psdssab.org

We are proud to offer the following to our contract employees

OMERS Pension with 100% matching contributions, generous paid sick time, Employee Assistance Program, professional development, and hybrid work arrangements are available.

Salary Range

\$91,100.00 - \$112,100.00/annually, plus 4% vacation pay.

Classification

Non-Union – Salary Grade F
Status – Full-time Contract

Please submit a cover letter & resume referencing job ID 25N-01 by April 14, 2025

Attn: Danielle Villeneuve, CHRP, Director of Human Resources, Email: jobs@psdssab.org

1 Beechwood Drive, Parry Sound, ON P2A 1J2

To view other employment opportunities, visit www.psdssab.org/employment

We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.

Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. M.56, and will only be used to determine employment eligibility. Questions about the collection of information may be directed to the Privacy Officer at 705-746-7777 Ext. 5264.

The DSSAB welcomes and encourages candidates from First Nations, Métis, and Inuit, racialized and LGBTQ2S+ communities, women, and people with disabilities. The DSSAB is committed to an inclusive and barrier-free recruitment process and work environment. In accordance with the AODA, if you require accommodations, please contact the HR department. As a designated employer under the French Language Services Act, we are committed to providing clients with access to our programs and services in French. Bilingualism is considered an asset for all positions.

