



**JOB POSTING:
FAMILY DAY HOMES CONSULTANT
(TERM CERTAIN TO DEC. 31, 2018)**

THE MISSION OF SONSHINE COMMUNITY SERVICES: Motivated by our Christian faith, our mission is to help women and children transform their lives. We envision a community where women and children live safely in healthy families

Since 1978, Sonshine Community Services has been providing care and support to families and individuals in need. Sonshine Community Services operates four main programs; the first Children's Centre of its kind in Canada which caters specifically to children who have been traumatized by domestic violence as well as other forms of emotional trauma, a second stage (one year stay) residential program for abused women and children escaping domestic violence, a Community Counseling program and a Family Day Home agency. With more than 35 years' experience, Sonshine Community Services has emerged as a leading social service provider for women and children fleeing family violence in Calgary and area. Throughout Sonshine's growth, the organization's consistent and primary focus remains on the women and children in its care. Staff and volunteers are very committed and passionate about Sonshine's work and the successful outcomes of its programs which clients have experienced.

Since 1985, Sonshine Family Day Homes (Agency) provides care for children 0-12 in residential homes within Calgary and surrounding areas. The Agency is contracted with the Calgary & Area Child and Family Services to ensure appropriate standards for care are maintained in the Family Day Home.

PURPOSE OF THE POSITION:

The Child Care Consultant performs home assessments and approvals and provides monitoring and support visits with the Educator in her home on a regular basis to ensure the Government of Alberta standards, Accreditation standards and the Agency standards are being met.

DUTIES AND RESPONSIBILITIES:

- Complete Educator in home visit reports and act on non-compliance, work actions and resources needed on a regular basis
- Provide support to Educators in the multiple dimensions of running a regulated family day home
- Facilitate training opportunities for Educators and clients through delivery and organization of workshops and in house training
- Research, update and provide appropriate resources to Educators
- Liaise between Agency staff, Educators, and client families
- Maintain Educator files according to Government of Alberta Standards
- Assist with programming for children
- Reviewing menus monthly to ensure children's nutritional needs are being met
- Identify and implement individual Educator training plans
- Assist with matching client families and Educators
- Screen and approve new Educators by following guidelines in the Agency Manuals, Policies and Procedures and the current Government of Alberta standards



- Be available during Educator day home hours to conduct visits including evenings and weekends
- Represent the Agency at public functions as required
- Is integral and ethical in the work environment
- Is self-controlled, willing to learn and open to new ideas
- Engage in professional development

REQUIREMENTS:

- Child Development Supervisor (Formerly Level 3) or equivalent certification
- Experience in the child care field
- 2-3 years of supervisory experience
- Fluent in Microsoft Word and Excel
- Knowledge of Canada's Food Guide, Program Planning, Child Development, child safety and managing difficult conversations
- Must place the highest priority on maintaining absolute confidentiality
- Police Security Clearance including vulnerable sector search current to within 6 months
- Child Intervention Check current to within 6 months
- Valid First Aid certificate including infant and child CPR
- Reliable vehicle
- Three employment references
- Ability to lift/carry up to 50 lbs.
- Willingness to work evenings and weekends

PLEASE SUBMIT YOUR RESUME AND COVER LETTER NO LATER THAN **JULY 18, 2018:**

Kim Nystrom
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Sonshine Community Services is an equal opportunity employer. We thank all applicants for their interest, however, only those selected for an interview will be contacted.