



**JOB POSTING:
FAMILY DAY HOMES CONSULTANT
(PERMANENT FULL-TIME)**

SONSHINE COMMUNITY SERVICES MISSION STATEMENT:

“Motivated by our Christian faith, our mission is to help women and children transform their lives.”

Sonshine Community Services is a charitable organization bringing hope and healing to families in need for more than 40 years. We envision a community where women and children live safely in healthy families.

We are a multi-services organization:

- The Sonshine Centre is a residential shelter serving women and children fleeing family violence and abuse. The Centre is an integral part of Calgary’s collaborative response to domestic violence, housing women with and without children who are at a high risk for serious injury or fatality.
- The Children’s Centre is the first licensed full-time children’s Centre of its kind in Canada. It meets the unique needs of children who have experienced domestic violence or other forms of emotional trauma.
- Sonshine Community Counselling exists to support individuals to build health within families and relationships. We offer ethical, client-centered and trustworthy counselling to community members, with the intent of removing barriers to access to professional counselling.
- Sonshine Family Day Homes provides home-based childcare throughout the city of Calgary. Our home-based programs are inclusive, regulated, safe and caring.

PURPOSE OF THE POSITION:

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

QUALIFICATIONS AND SKILLS:

- Level 3 (Formerly Child Development Supervisor) or equivalent certification
- Experience in the childcare field
- 2-3 years of supervisory experience
- Must possess computer skills with fluency in Microsoft Word and Excel applications
- Knowledge of Canada's Food Guide, Program Planning, Child Development, child safety and managing difficult conversations
- 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
- Ability to lift/carry up to 50 lbs
- Willingness to work evenings and weekends when required
- Confidentiality in this position is an absolute must

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO;

Bridget Obafemi, HR Director
Sonshine Community Services
Box 34067, RPO Westbrook
Calgary, AB T3C 3W2
Email: hr@sonshine.ca

APPLICATION DEADLINE: OPEN UNTIL FILLED

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.