
Children Service Consultant I

DEFINITION

This is professional child care consultant work in providing a variety of direct and administrative services to child care programs.

Employees of this class work to achieve high quality out-of-school care in the City of Edmonton through the implementation of those standards delineated in the Municipal Out-of-School Standards, the Municipal Day Care Standards and the Family Day Home Standards. Regular visits to child care centres monitor the level of service achieved with deficiencies being identified and timelines for corrective action established. Good working relations must be developed with a variety of personnel from child care centres, Social Services and other community resources in order to provide a network of information and assistance. The concept of quality child care is promoted in conjunction with these sources.

Incumbents exercise considerable independence in their work and are responsible for most consultation, support and liaison decisions. Work is reviewed by a supervisor for professional competence and adherence to departmental policies. Public response and the assessment of annual performance targets are other evaluation criteria.

TYPICAL DUTIES

Analyzes child care centre behavioural management and discipline procedures, program philosophy statements and yearly programming plans, making recommendations for change if necessary.

Assesses each centre's level of standards and recommends an appropriate purchase of service rate. Assists upon request, with centre budgeting and periodic financial evaluations.

Monitors centre adherence to the appropriate Municipal Out-of-School Standards, Municipal Day Care Standards or Family Day Care Standards through regular on-site visits (three or four annual visits to each centre). Identify deficiencies and establishes timelines for corrective action; recommends remedial action to a supervisor should the centre fail to comply.

Arranges, upon request, assistance for child care centre staff in such areas as staff training, child management, centre administration, staff-parent communication, utilization of available space, and proper nutrition. Also develops a system of resources addressing these topics, informing centres of available personnel, books, films, and other materials that could prove useful.

Conducts orientation sessions for prospective out-of-school care employees, emphasizing the proper interpretation of relevant standards, regulations, policies and the City's purchase of service system.

Investigates complaints of out-of-school centres failing to comply with standards, or more specific concerns such as the mismanagement of child behaviour. Notifies Children's Services staff if necessary.

Makes recommendations for changes in care policies, standards and regulations.

Liaises with community resources such as the Board of Health, nutritionists, professional child care organizations, educational institutions and foundations in order to develop good working relations and to obtain useful information.

Reviews the expenditures and financial assistance requests by those out-of-school centres eligible for deficit funding.

Gathers and analyzes relevant statistical data on all aspects of the municipal child care system.

Assists the Certification Committee in developing procedures for child care certification and for evaluating equivalencies.

Prepares information and materials for appeal procedures.

Performs related duties as required

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of professional child care principles, techniques and practices, as well as appropriate information from related fields such as psychology, sociology and early education.

Knowledge of the Municipal Out-of-School Standards, Municipal Day Care Standards and Family Day Home Standards, with the ability to recognize unacceptable deviations from these guidelines.

Knowledge of the current literature, developments and legislation in the field of child care.

Ability to establish and maintain effective working relations with out-of-school care staff, Social Service personnel, community resource staff and others as necessitated by work assignments.

Ability to express ideas effectively orally and in writing.

Ability to analyze statistical and basic financial data.

Ability to maintain a system of informational resources useful to the out-of-school care community.

Skill in public relations and in dealing with uncooperative clients.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of a Bachelor's degree in a discipline related to child care, with at least one (1) year of professional experience in the field of child care and in the field of research. Experience in staff supervision and in developing children's programs would be an asset. Possession of a Class 5 Alberta Motor Vehicle Operator's License.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0608		0609	

Last Updated:
Previous Updates:
Originated: 1990-06