



Family Child Care Skills Up Education Coordinator

The Education Coordinator will develop, implement and evaluate program components and educational skills-up training to ensure the program is appropriate to the needs of participants, families, and the community in building required skills for quality child care provision.

Program Overview and Guidance

- Ensure seamless delivery of all program components, acting as a liaison between Red River College and PCRC to ensure curriculum is appropriate and reinforcing needed skills.
- Arrange workshop(s) with Child Care Directors and Family Child Care Providers
- Arrange workshop(s) with Regional Child Care Co-ordinator
- Develop needed handouts on licencing process and policies
- Connect with and coordinate Family Child Care mentors
- Arrange observational visits with Child Care Centres and Homes
- Liaison with stakeholders including child care co-ordinator, housing authorities, planning district, health and fire inspectors to develop coordinated efforts for licensing processes
- Coordinate pre-licencing process with Regional Child Care Co-ordinator and with MB Early Learning and Child Care as required.

Participant Application and Assessment

- Conduct applicant home visits (not specific to licensing) to:
 - Discuss the training program
 - Discuss general suitability of residence for licensing
 - Help determine interest, realistic expectations and suitability / fit
 - Initial communication and aptitude assessment
 - Determine needed supports for enrollment and success in program
- Support candidates to complete application process and determine sponsorship for the program

Program support

- For partner workshops, create copies of training materials and distribute to participants
- Assist in arrangements for workshops and observational visits
- Ensure child minding arrangements with partnering Child Care Centre

Post training Support and Partnership Development

- Problem solving and support in creation of a process for retention, sustainability, and mentoring for continued success in provision of quality child care
- Coordinate with Regional Child Care Co-ordinator and participant to facilitate successful licensing applications
- Conduct monthly follow-ups with participants to track progress and provide support
- Support employment goals and workplace adjustment / transition

- Coordinate with Manitoba Early Learning and Child Care and participant to facilitate successful licensing applications
- Provide support for development of an ongoing network of support
- Arrange a meeting of group participants and mentors

Reporting and Evaluation

- Following the evaluation framework, gather information for program evaluation
- Provide monthly summary reports, and a final report for the program.
- Maintain accurate participant records
- Provide monthly reports on participant progress and program activities
- Following the evaluation framework, conduct evaluations and complete project reports.

Qualifications

- Completion of ECE III certification course
- Experience in mentoring and coaching a diverse group of adult learners
- Experience in the family childcare environment
- Maintaining accuracy and attention to detail
- Experience dealing with confidential information and using discretion in handling sensitive material
- Excellent interpersonal skills including the ability to deal effectively with related stakeholders
- Excellent written communication skills
- Excellent verbal communication skills
- Ability to work independently and make decisions under minimal supervision
- Ability to demonstrate initiative
- Excellent organizational and time management skills with the ability to prioritize assignments and meet deadline
- Proficient use of Microsoft Word, Outlook, Excel and Adobe or equivalent software applications
- Ability to provide a Criminal Record check and Child Abuse Registry check including the vulnerable person's section is essential
- Ability and/or experience supervising employees
- A certificate in Adult Education is desired

A combination of education and experience may be considered for this position.

Funding provided by:

The Government of Canada The Manitoba Government