

TARG Family Day Home Agency

Now Hiring — Program Consultants (Home Visitors)



Location: Calgary, and surrounding areas in Alberta



Job Type: Full-time, Part-time, or Contract (Flexible Hours)



Start Date: Ongoing

About Us

TARG Family Day Home Agency (FDHA) is a trusted childcare service provider with decades of combined experience and a proven track record of delivering **high-quality care** to families with children of all ages.

We are committed to creating a **secure, stimulating, nurturing, and inclusive environment** where children can thrive academically, socially, emotionally, and spiritually.

Our mission is to support parents by **recruiting, training, and monitoring approved Family Day Home Educators** who share our vision of excellence in childcare to deliver high-quality, licensed childcare. Our work is carried out under Alberta's Early Learning and Child Care framework and the Family Day Home Standards.

TARG FDHA is currently in the **final stage of approval** as a **Licensed Family Day Home Agency** by the Alberta Government under the *Early Learning and Child Care Act*.

The Opportunity

We are looking for experienced, compassionate **Program Consultants (also called Home Visitors)** to join our team. In this role you will visit and support family day home educators, help maintain licensing and program quality, coach educators on best practices, and be a visible, professional ambassador of the Agency in our communities. (This role blends mentoring, monitoring, training and family-focused support.)

Why Join Our Agency?

- ✓ Meaningful work: support educators and improve outcomes for children.
- ✓ Competitive compensation and flexible scheduling (role may be part-time or contract).
- ✓ In-house supportive technology tools to reduce workload and handle routine tasks.
- ✓ Ongoing professional development and training opportunities.
- ✓ Connection to a supportive agency network and access to ministry-approved resources.

- ✓ Opportunity to influence program quality across multiple home-based sites.
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Key Responsibilities

- **Recruitment & Screening:** Assist with recruiting, screening and onboarding prospective family day home educators.
 - **Home Visits & Monitoring:** Conduct scheduled and unscheduled home visits to assess safety, program delivery, supervision and compliance with provincial standards; complete ministry-approved visit checklists and document findings. Agencies must monitor active programs at least six times per year and complete required safety checks.
 - **Training & Orientation:** Deliver orientation and training to new educators (agency policies, licensing requirements, programming, health & safety).
 - **Mentorship & Coaching:** Mentor educators on programming, child guidance, inclusion, documentation and continuous quality improvement.
 - **Reporting & Compliance:** Prepare clear visit reports, track corrective actions, and support educators to meet licensing standards.
 - **Family & Community Liaison:** Build positive relationships with families and connect educators/families to community resources.
 - **Emergency Support & Backup:** Provide timely guidance during incidents and support agency emergency procedures.
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Qualifications & Requirements

- **Early Childhood Education:** Minimum **ECE Level 2 certification** (or equivalent), as required for agency staff who monitor educators.
- **First Aid & CPR:** Current **First Aid** certificate (agency staff must maintain a current first aid certificate).
- **Clear Criminal Record:** Vulnerable-sector Criminal Record Check and other background screening as required by agency standards.
- **Experience:** Demonstrated experience in early learning, home visits, adult education/mentoring, documentation and report writing.
- **Communication & Interpersonal Skills:** Strong coaching, conflict-resolution and family-engagement skills.
- **Mobility:** Reliable vehicle and valid driver's licence (frequent travel to home visits across the service area is required).

- **Other:** Ability to work independently, manage a caseload, and maintain accurate records using agency and ministry forms.
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What We Expect from You

- Professionalism, confidentiality and adherence to agency and provincial standards.
 - Reflective practice and a commitment to continuous learning.
 - A child-centred philosophy and sensitivity to diverse family needs.
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Part of Regulatory Requirements

- Licensed family day home agencies employ consultants (home visitors) to recruit, train and monitor educators as part of meeting provincial Family Day Home Standards.
 - Agencies must monitor active programs a minimum of six times per year and complete at least two safety checks annually; home visitors document visits and non-compliances for follow-up.
 - Agency staff responsible for monitoring must maintain current First Aid certification and evidence of ECE certification or equivalent.
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How to Apply

Please email a cover letter and resume to info@targetfix.com with subject line **“Program Consultant (Home Visitor) — Application”**.

Include copies of your ECE certification, First Aid certificate and a brief summary of home-visit / mentoring experience (if any).


For enquiries:

 **Email us:** info@targetfix.com

 **Call Us:** 403-879-9425

 **Visit Us:** www.targ.ca

 **Find Us on Facebook:** [facebook.com/TARG.FDH.Agency](https://www.facebook.com/TARG.FDH.Agency)

 **Chat with Us on WhatsApp:** +1 403-879-9425 (<https://wa.me/14038799425>)