**Home Child Care Job Summaries**

**Home Child Care Consultant**

The Home Child Care Consultant ensures the provision of high-quality licensed home child care. They work collaboratively to meet the needs of families and children in licensed home child care and facilitate good relations among parents, providers and the agency. Home Child Care Consultants recruit and select providers, support providers with regular visits and contact through email and phone, train providers by sharing and discussing techniques during regular contact, leading or arranging workshops, playgroups and toy libraries, and teach the agency's formal provider training program. They monitor quality of home child care according to regulations (CCEYA), while promoting optimum physical, emotional, social and intellectual growth of the children.

**Home Child Care Educator**

The Home Child Care Educator provides and supports the delivery of core services that meet the early years needs of the Home Child Care Community. The Educator develops and implements playgroup programs by providing a welcoming, nurturing environment and activities which encourage interaction among children and adults across culture. This role coordinates and develops parent resources and training, helps parents and providers link to other early years programs and services in the community, assists in the development and implementation of outreach strategies for the HCC program and maintains and develops HCC information and resources.

**TEAM LEADER Home Child Care Program**

Works collaboratively with the Director of Home Child Care (HCC) program to ensure

the overall provision of high quality, nurturing, inclusive, supportive and stimulating

home environments which care for children aged up to 12 years of age. Participates in

the leadership of program planning, evaluation of services, management of admissions

and communication with families and the wider community. Maintains the HCC

Consultant role for a reduced caseload

**Home Child Care Program Director**

Accountable for the overall provision of high quality, nurturing, inclusive, supportive and

stimulating home environments which care for children aged three months to ten years of

age. The Director oversees delivery of all services through supervision of staff, home child care providers, management of admissions, planning and development of programs and services,

assessment and evaluation of services, development and management of informational

and financial resources, development of policies and procedures and effective

communication with agencies, families, government representatives and the wider

community; and manages a budget of approximately 4 million.