



**THE DISTRICT OF THUNDER BAY  
SOCIAL SERVICES ADMINISTRATION BOARD**

**CHILD CARE WORKER**  
**INTEGRATED SOCIAL SERVICES DIVISION**  
**ONE (1) PERMANENT FULL-TIME POSITION**

POSTING NUMBER:	21-2024	STATUS:	INTERNAL
POSTING DATE:	MARCH 22, 2023	CLOSING DATE:	MARCH 29, 2023
AFFILIATION:	UNION	HOURS PER WEEK:	35
SALARY GROUP:	10	HOURLY RATE:	\$30.33 - \$37.14

**POSITION SUMMARY:**

Under the general supervision of the Supervisor, Intake and Eligibility, the Child Care Worker performs activities related to the provision of Child Care fee subsidy services, eligibility, placement, and family consultation.

**MAJOR RESPONSIBILITIES:**

1. Performs duties related to completion of applications for Child Care fee subsidy services including the maintenance of all childcare waiting lists as well as ensuring the continued eligibility of all clients.
2. Maintains and completes forms required for Program records, including case records and statistical data.
3. Participates with other staff, outside agencies and resources in providing services.
4. Keeps updated on Child Care and Early Years Act and all relevant legislation and policies.
5. Participates in providing program information for parents and childcare agencies providing guidance, consultation and follow-up as required.
6. Participates in orientation of new staff members and students.
7. Performs such other related duties as may be assigned.

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**QUALIFICATIONS:**

**Education/Experience**

- Diploma in early childhood education or early childhood education equivalency.
- Certification as an early childhood educator.
- Three years' experience in childcare programs.

## Skills/Abilities

- Must have a demonstrated ability to meet, counsel, support, and work with people.
- Knowledge of the Child Care and Early Years Act is required.
- Must possess basic computer skills.

## CONDITIONS OF EMPLOYMENT:

- Must undergo a successful police records check, Type 2.
- The use of a vehicle may be required.

## HOW TO APPLY:

Applications must include a completed TBDSSAB application form, cover letter and resume. Please be sure to reference the position title and the competition number. Applications may be emailed, faxed or delivered to the TBDSSAB location by 4:30 pm on the closing date to the attention of:

Human Resources  
The District of Thunder Bay Social Services Administration Board  
231 May Street South  
Thunder Bay, Ontario, P7E 1B5  
Email: [careers@tbdssab.ca](mailto:careers@tbdssab.ca) | Fax: (807) 345-2466

Applicants currently employed by the TBDSSAB must complete the [Internal Application Form](#). All other applicants must complete the [TBDSSAB External Application Form](#).

Application forms are available on our website or are available for pickup at the TBDSSAB location. For more information on employment opportunities at TBDSSAB, please visit our [website](#).

## ADDITIONAL INFORMATION:

- Applications received for this position will not be acknowledged unless you are being notified of an interview.
- Reasonable accommodations are available upon request for all parts of the recruitment process.
- As an equal opportunity employer, the TBDSSAB encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups and women.



Baakaakonaanan  
Ishkwaandemonan  
Opening Doors for You