



**CHILDCARE PROGRAMS OFFICER
INTEGRATED SOCIAL SERVICES DIVISION**

ONE (1) TEMPORARY FULL-TIME POSITION

POSTING NUMBER:	23-2026	STATUS:	EXTERNAL
POSTING DATE:	MARCH 20, 2026	CLOSING DATE:	MARCH 27, 2026
AFFILIATION:	NON-UNION	HOURS PER WEEK:	35
SALARY GROUP:	8	YEARLY RATE:	\$74,788.69 - \$87,986.69

POSITION SUMMARY:

Under the general supervision of the Manager, Child Care and Early Years Programs, the Child Care Programs Officer assists with ensuring childcare service providers are meeting their obligations within the prescribed standards, legislation, and guidelines of the Child Care Operating Agreements.

MAJOR RESPONSIBILITIES:

1. Researches, develops, and compiles information and statistical reports for the program; makes recommendations to the Manager relative to child care operator performance.
2. Provides advice and guidance to Child Care Provider Boards/Management and Board Officials on Legislation/Policy Interpretation, and on effective business and operational methods, practices, and systems
3. Reviews outcomes of the Ministry's license renewal review process; makes recommendations for meeting program operating standards.
4. Participates in the preparation of operator budgets, reviews/negotiates/revises where required and recommends the submissions for approval/recommends/negotiates reallocation of funds to meet unforeseen expenditures
5. Ensures effective and consistent administration of policies relating to childcare and provides input for changes to policies and procedures.
6. Conducts monitoring processes and operational reviews; implements intervention actions as required.
7. In conjunction with Division staff and community programs, participates in the effective service co-ordination for families and their children.
8. Provides advice to and conducts and coordinates training for service providers regarding best practices for effective service delivery.
9. Prepares reports and analysis as required
10. Performs other related duties as may be assigned.

QUALIFICATIONS:

Education/Experience

- Degree or Diploma in early childhood education or early childhood education equivalency.
- Supervisory and/or program management experience in a licensed child care setting.
- Minimum five years' related early childhood education experience

Skills/Abilities

- Sound knowledge of childcare services management and maintenance functions and a basic knowledge of the funding and budgetary reporting process.
- In depth knowledge of the relevant Acts, legislation, guidelines, and procedures.
- Must have adaptable interpersonal skills, proven leadership skills and always maintain and display professional conduct.
- Superior ability to communicate effectively, both orally and in writing.
- Must be at a basic skill level in word processing, and spreadsheet software.
- Must be competent within the meaning of the Occupational Health and Safety Act.

CONDITIONS OF EMPLOYMENT:

- Must undergo a successful Vulnerable Sector Check.
- Use of a vehicle may be required.
- Travel may be required.
- May be required to work irregular hours.
- Must maintain confidentiality.

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, ON P7E 1B5
Email: 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](#).
<https://www.tbdssab.ca/about/careers/>

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