



## ODAWA NATIVE FRIENDSHIP CENTRE

### EMPLOYMENT OPPORTUNITY

#### **FULL-TIME: Sweetgrass Home Child Care Administrator**

**Deadline for applications: December 2, 2022**

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The Odawa Native Friendship Centre (ONFC) is a non-profit organization serving the Indigenous community in the Ottawa-Carleton Region of Eastern Ontario and surrounding communities.

The Vision of ONFC is to ensure a thriving and resilient community. Odawa strives to enhance the quality of life of Indigenous People in the Capital region; to maintain a tradition of community, an ethic of self-help and development as well as to provide traditional teachings from our elders.

#### **JOB SUMMARY**

Sweetgrass Home Child Care agency provides an Indigenous and holistic home child care service for the Ottawa area, under the supervision of City of Ottawa and the Ministry of Education.

Reporting to the Sweetgrass Home Child Care Manager (Manager), the Administrator has many roles in this Agency other than basic administrative duties. The Administrator handles all the filing and manages changes to our applications, policies, and assists with Grants and Surveys as directed by the Manager. The Administrator is the main contact for parents, providers and home visits, to reach out and schedule meetings, visits and events.

#### **REQUIREMENTS**

- Post-secondary diploma, degree in Administration or three to five years of relevant work experience.
- Must have excellent computer skills in: Excel, Word, PDF as well as Google drive and Microsoft 365.
- Must possess excellent written and oral communication skills.
- Must have the ability to meet deadlines in a timely manner with minimal supervision.
- Must have or be willing to receive a Criminal Vulnerable Sector check and sign an annual attestation to a clear criminal record.
- Candidate may be asked to work flexible hours, this may include evening and weekends.
- Must be double vaccinated.

#### **RESPONSIBILITIES**

- They are responsible for the effective and efficient administration of the Sweetgrass Home Child Care office.
- The incumbent is also responsible for overseeing changes to applications, policies, and assists with grants and surveys as directed by the Manager.
- Mitigating home visits.
- Preparing for site visits and audits.
- Scheduling meetings and overseeing the Sweetgrass Home Child Care calendar.

- Receiving, filing and determine eligibility of the applications for childcare.
- Preparation of payroll calculations for Child Care Providers.
- Obtaining confidential information from providers.
- Makes sure all criminal record checks are up to date.
- Vulnerable sector checks and attestations are up to date.
- Help ensure all childcare providers meet ministry standards.
- Any other duties assigned.

#### **SALARY**

Based on experience and education.

If you are interested and meet the above criteria and are fully vaccinated, please send your COVER LETTER and RÉSUMÉ telling us why you think you'd be a great addition to the Odawa team to [aarmstrong@odawa.on.ca](mailto:aarmstrong@odawa.on.ca).

#### **Indigenous (First Nations, Inuit and Métis) candidates will be given priority, please self-identify.**

The Odawa Native Friendship Centre is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants for their interest, however, only those selected for an interview will be contacted.