



## Child Care Representative (Contract - Up to 3 mths) - Job ID #2719

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|--------------------------|-----------------------------------------------------|-------------------------------|-------------------------------|
| <b>Job Title</b>         | Child Care Representative (Contract - Up to 3 mths) | <b>Status / Job Type</b>      | Contract Full Time            |
| <b>Commission</b>        | Comm Serv & Social Development                      | <b>Department</b>             | Comm. Strate & Family Support |
| <b>Union Affiliation</b> | CUPE 181 (CITY HALL) - FT                           | <b>Number of Openings</b>     | 1                             |
| <b>Rate of Pay</b>       | \$37.61 to \$40.01                                  | <b>Benefits Entitlement</b>   | Yes                           |
| <b>Hours of Work</b>     | 35 Hours Per Week                                   | <b>Posting Date (4:30 pm)</b> | Sep 10, 2026                  |
| <b>Existing Vacancy</b>  | Replacement                                         | <b>Closing Date (4:30 pm)</b> | Sep 24, 2026                  |

### Position Summary

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment. At the City of Brantford, we strive to reflect our values of Integrity, Collaboration, Continuous Improvement, Respect and Inclusion in everything we do. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Supervisor of Children's Services, the Child Care Representative will support parents and families in their application and receipt of subsidized child care, in accordance with applicable legislation and policies. They will be a resource to parents in their selection of child care.

### Duties and Responsibilities

- Support affordable, accessible high quality Early learning and Child Care.
- Attend designated Child Care and Early Learning (Early ON) locations.
- Mentoring, modelling and supporting service philosophy and quality standards.
- Demonstrate and facilitate skills related to Early Literacy.

- Build capacity of providers in conjunction with Supervisor, review and support best practices, program standards and quality assurance.
- Review Monthly reports re: vacancies with a view to ensuring full capacity.
- Facilitate available resource allocations for child care providers.
- Support Parents and families by processing Child Care intake applications to determine eligibility for subsidized child care in accordance with municipal and provincial policies and procedures.
- Document and maintain all service participant information including attendance and program statistics as required.
- Represent the City through actively participating in community committees / networks as determined.
- Other duties as assigned.

## Qualifications

- High School Diploma and Degree or Diploma in Early Childhood Education or equivalent field of study.
- A minimum two (2) years experience working in the field of Child Care.
- Applicants registered as a member of the College of Early Childhood Educators of Ontario would be preferred.
- Proficient in computer applications using the current suite of Microsoft productivity tools, including Outlook, PowerPoint, Excel and Word along with awareness of and ability to utilize applicable database software programs.
- Comprehensive knowledge of the Child Care System, applicable legislation and provincial direction and pedagogy.
- A working knowledge of the Ontario Child Care Management System (OCCMS).
- Demonstrated knowledge of and experience working with the community and child care partners.
- Proven organizational skills and ability to work with tight deadlines and competing priorities.
- Well-developed written and verbal communication skills.
- A valid Ontario driver's license and a personal vehicle are required.

**WAGE/SALARY RANGE:** \$37.61 to \$40.01 per hour (based on a 35-hour work week) plus benefits.

To apply on-line, please visit the City of Brantford website at <https://brantford.ca/careers> and click on **Current Opportunities**.

Closing date for applications: **Thursday, September 24, 2026, at 4:30 p.m.**

**Information gathered relative to this position will only be used for candidate selection.**

**We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.**

**Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.**