

Manitoba Government

Job Opportunities

Inclusion Support Program Coordinator

SP3 Social Services Worker 3

Regular/full-time

Department of Education and Early Childhood Learning
Provincial Operations, Early Learning and Child Care

Brandon MB

Advertisement Number: 43391

Salary(s): SP3 \$56,569.00 - \$74,650.00 per year

Closing Date: November 7, 2024

The Manitoba government recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).

Employment Equity is a factor in selection for this competition. Consideration will be given to Indigenous people and persons with disabilities.

An eligibility list may be created to fill similar regular or term positions within the Province and will remain in effect until exhausted.

Introduction

The Department of Education and Early Childhood Learning is seeking a qualified individual for the Inclusion Support Program Coordinator (ISPC) positions within the Provincial Operations Branch (POB), located in Brandon.

The Early Learning and Child Care (ELCC) Division holds the authority to ensure operational legislated compliance of all licensed child care services in Manitoba to support the provision of safe, accessible, affordable and high quality child care services for families. The Division develops and administers legislation, regulations, best practices, policies, procedures and new initiatives, and makes recommendations regarding multi-year planning. It has legislative responsibility for The Community Child Care Standards Act and regulations, licenses and monitors compliance, and provides funding, program and administrative support to more than 1,170 licensed ELCC facilities. Further, Manitoba and Canada share a common set of principles as set out in the Canada Manitoba and Canada Wide Early Learning and Child Care agreements Multilateral Framework and vision that all families have access to high quality, affordable, flexible and inclusive ELCC services.

The Manitoba government provides a comprehensive compensation and benefits package for its employees which includes extended health care, health spending account, dental care, vision care, long term disability insurance, group life insurance, maternity/paternity and parental leave, family related leave and a defined pension plan. The Manitoba government is also committed to supporting the development of its employees through training and career development opportunities.

Conditions of Employment:

- Must be legally entitled to work in Canada
- Must be able to provide and maintain a satisfactory Criminal Record Check with Vulnerable Sector Search.
- Must be able to provide and maintain a satisfactory Child Abuse Registry Check.
- Must possess a valid full class 5 Manitoba Driver's license, access to a vehicle and the ability to travel within the Province of Manitoba.
- Must be available to work evenings and weekends, on occasion.

Qualifications:

Essential:

- Post secondary education in social services stream such as: Bachelor of Developmental Studies, Bachelor of Human Ecology or social sciences degree with a focus on child development and/or disabilities and Early Childhood Educator III certification. An ECE III diploma with a speciality in disabilities may also be considered.
- Experience working in a leadership position within a child care facility with a focus in working directly with children with disabilities and significant behavioural/emotional needs.
- Excellent observation skills with the ability to notice, analyze and discern information for the purposes of ensuring regulatory compliance. Informing an intervention or behavioural strategies.
- Advanced and demonstrated interpersonal skills with the ability to effectively establish and maintain effective working relationships with a variety of diverse groups and individuals.
- Knowledge of the Early Learning and Child Care program in Manitoba with experience correctly interpreting and applying legislation, regulations, and policies.
- Sound problem solving and conflict resolution skills.
- Strong verbal communication skills with the ability to communicate information to a variety of audiences.
- Effective written communication skills with experience producing various material for diverse audiences.
- Excellent organizational skills with the ability to independently manage multiple priorities and competing deadlines.

Desired:

- Knowledge and/or training in Indigenous histories with the ability to support culturally informed programs that encourage diversity and inclusive practises.

Duties:

Reporting to the Supervisor, Diversity and Inclusion Unit, the Inclusion Support Program Coordinator (ISPC) is responsible for the administration of the Inclusion Support Program (ISP), through case management, child development services and training to increase staff capacity in diversity and inclusive practises, which focus on creating an environment of involvement, connection, belonging and respect for cultural diversity. Through innovative approaches to promoting Indigenous culture and inclusion, while ensuring the design of the physical space and the integration of cultural components in programming, activities and facility policies. Embedding cultural learning can promote understanding and respect towards cultural diversity, in which all children can learn and participate together. In addition to this, the ISPC is responsible for financial management, tracking and reporting for provincial and federal requirements, Stakeholder engagement and issues management.

Apply Now:

Advertisement # 43391
Talent Acquisition
Human Resource Services
600-259 Portage Avenue
Winnipeg, MB, R3B 2A9
Phone: 204-945-7518
Fax: 204-945-0601
Email: govjobs@gov.mb.ca

WHEN APPLYING TO THIS POSITION, PLEASE INDICATE THE ADVERTISEMENT NUMBER AND POSITION TITLE IN THE SUBJECT LINE AND/OR BODY OF YOUR EMAIL.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. When applying to this position, please indicate the advertisement number and position title in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

Please be advised that job competitions for represented positions may be grieved by internal represented applicants. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative. Personal information irrelevant to the grievance and other information protected under legislation will be redacted.

We thank all who apply and advise that only those selected for further consideration will be contacted.

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Any personal information provided including employment equity declarations will be used for employment and/or statistical purposes and is protected by The Freedom of Information and Protection of Privacy Act.

Alternate formats available upon request