

PROGRAM ADVISOR, LICENSING AND COMPLIANCE

Organization: Ministry of Children, Community and Social Services

Division: Regional Office, West Region

City: London

Job Term: 1 Temporary (up to 9 months with possibility of extension)

Job Code:05516 - Program Adv, Early Childhood Ed

Salary: \$1,315.58 - \$1,613.29 Per Week*

*Indicates the salary listed as per the OPSEU Collective Agreement.

Understanding the job ad - definitions

Posting Status: Open Targeted

Job ID: 170253

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We envision an Ontario where all children and youth have the best opportunity to succeed and reach their full potential. The Ministry of Children, Community and Social Services is seeking individuals to work with residential program operators and foster care agencies to support better outcomes for children and youth.

What can I expect to do in this role?

In this role you will:

- conduct inspections and licensing of children's residential programs and foster care agencies under the Child, Youth and Family Services Act, 2017 (CYFSA), in accordance with legislative standards
- identify licensing issues, address immediate health and safety concerns, and recommend corrective action where required
- establish and maintain effective relationships with stakeholders
- provide effective advisory and customer service to licensed and potential providers of licensed services
- provide community consultations

How do I qualify?

Mandatory

- You are able to travel frequently within the service area to conduct site visits

Knowledge

- You have knowledge of the principles/practices of child and youth development
- You have knowledge of programming requirements in children's group residential and foster care settings
- You can inspect operations for eligibility and licensing requirements
- You can assess compliance and effectiveness of programs
- You are able to interpret and apply relevant legislation, including the Child, Youth and Family Services Act (CYFSA) and fire and health regulations

Communications, Interpersonal & Presentation Skills

- You have effective oral communication and presentation skills to present licensing inspection findings and to provide information to community groups
- You can write clear reports on licensing reviews
- You have excellent interpersonal skills and can conduct interviews with children, youth and adults

Analytical & Problem Solving Skills:

- You have analytical and problem-solving skills to assess compliance and formulate recommendations

Computer Skills

- You are proficient with computers including word processing and spreadsheet software, on-line systems and databases to prepare licensing information, correspondence and reports

OPS commitment to diversity, inclusion, accessibility, and anti- racism:

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace. We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

Visit the [OPS Anti-Racism Policy](#) and the [OPS Diversity and Inclusion Blueprint](#) pages to learn more about the OPS commitment to advance racial equity, accessibility, diversity, and inclusion in the public service.

We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's [Human Rights Code](#). Refer to the application instructions below if you require a disability-related accommodation.

Additional Information

Address:

- 1 Temporary, duration up to 9 months, 217 York St, London, West Region, Criminal Record Check

Compensation Group:

Ontario Public Service Employees Union
Understanding the job ad - definitions

Schedule:

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Category:

Health and Social Services

Posted on:

Thursday, October 21, 2021

Note:

- In accordance with the Ontario Public Service (OPS), Employment Screening Checks Policy (ESCP), the top candidate(s) may be required to undergo a security screening check. Refer to the above to determine the screening checks that are required for this position.

Required security screening checks along with your written consent, will be sent to the Transition and Security Office (TSO), Talent Acquisition Branch (TAB), HR Service Delivery Division (HRSDD) to evaluate the results. If applicable, the TSO, with your written consent, will request and obtain any additional employment screening checks that were not obtained directly by you.

A record under the Criminal Code and/or other federal offence record(s) does not automatically mean you will be ineligible for the position. The employment screening check(s) will only be reviewed and evaluated by the TSO for the purpose of making a security clearance decision. The details of an individual's employment screening check(s) will be considered in specific relation to the duties and responsibilities of the position being filled. Employment screening check records will be maintained by the TSO and kept strictly confidential.

- W-SS-170253/21

How to apply:

1. You must apply online by visiting www.ontario.ca/careers. You must enter the job id number in the Job ID search field to locate the job ad.
2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the [Writing a Cover Letter and Resume: Tips, Tools and Resources](#).
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.

4. Read the [job description](#) to make sure you understand this job.
5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
6. If you require a disability related accommodation in order to participate in the recruitment process, please [Contact Us](#) to provide your contact information. Recruitment Services staff will contact you within 48 hours.

Please be advised that the results of this competition may be used to form an eligibility list of qualified candidates to potentially fill future vacancies represented by the Ontario Public Service Employees Union (OPSEU). In accordance with the Collective Agreement, eligibility lists are shared with OPSEU representatives. By applying to this competition, you are providing consent that your name may be shared with OPSEU representatives. All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.

Remember: The deadline to apply is **Thursday, November 4, 2021 11:59 pm EDT**. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

**The Ontario Public Service is an inclusive employer.
Accommodation is available under the [Ontario Human Rights Code](#).**