

# Child Minder

FACSFLA-2425-92

We uphold our responsibility to a community-wide vision of belonging, safety and well-being for children and young people within family, community and culture.

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**Employment Type:**

(1) Full-Time Temporary

(1) Part time Temporary (up to Up to 16 hours/week

Flexibility is required)

**Duration:** 12 months

**Location:** 263 Weller Avenue, Kingston, K7K 2V4

**Anticipated Start Date:** Immediately

**Schedule:** To be confirmed

**Hours of Work:** Full time = 8.30am to 4.30pm;  
Part Time = between 8.30am to 4.30pm

**Hours Per Week:** Full  
time =35; Part time = up  
to 16 hours

**Available Positions:** 2

**Salary Range:** 38,245-48,812 per year

**Posting Date:** 04/03/2025

**Closing Date:** 04/17/2025

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**Job Summary:**

Reporting to the Supervisor, Integrated Services, the **Child Minder** is responsible for providing direct child-minding care for children between the ages of newborn to 6 years while parents are receiving programming or counselling within the facility. The incumbent will oversee the safety, well-being, and developmental needs of the children in their care, ensuring a safe, nurturing, and inclusive environment.

In addition to providing child-minding services, the Child Minder will engage in administrative duties including, but not limited to:

- Updating the monthly calendar and program descriptions to reflect current offerings.
- Providing program statistics and booking requests to the Program Supervisor regularly.
- Updating social media platforms as requested to promote agency activities.
- Distribution of bus tickets and taxi chits (vouchers) to families as needed.

**Required Qualifications:**

- Minimum College diploma; Early Childhood Education or related field or equivalent
- Comprehensive knowledge of child development and behaviours
- Excellent engagement skills with both children and adults

- Able to work independently and effectively, as a member of a multi-disciplinary team
- Possess skills to effectively problem solve and work collaboratively with others
- Excellent verbal and written communication skills
- Excellent organization and time management skills
- Flexible schedule to be available for daytime, and occasional evenings and weekends
- Proficiency in French language is an asset

#### How to Apply:

- Email your resume and cover letter to the People and Culture team at [RECRUITMENT@FACSFLA.CA](mailto:RECRUITMENT@FACSFLA.CA)
- Include the Competition File Number AND Job Title in the Subject Line

***We thank all applicants for their interest, however, only those selected for an interview will be contacted.***

#### **Equity, Diversity and Inclusion**

At FACSFLA, we are committed to building an inclusive and diverse workforce to provide the best support to the children, youth and families we serve. In support of our Strategic Priorities, we are seeking members who reflect diverse identities, lived experiences and perspectives to assist the organization in reflecting the community we serve. This is consistent with our obligation under the Ontario Human Rights Code to ensure that our hiring practices remain equitable to candidates from groups protected by the prohibited grounds under the Code.

#### **Accommodation**

The Agency will provide support in its recruitment processes for applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodations during the interview process, please contact a member of the People and Culture team at [recruitment@facsfla.ca](mailto:recruitment@facsfla.ca)

#### **Benefits**

- Hybrid work model option
- Health, dental, vision, travel insurance
  - temporary employees receive a percentage in lieu of benefits
- Health care spending account
- OMERS Pension
- Learning and development opportunities
- Employee and Family Assistance Program (EFAP)

#### **Mobility of Employees in the Child Welfare Sector**

Where an applicant from a participating Ontario Child Welfare Organization is successful in a job competition, service-based entitlements for wages and vacation shall be based on the length of their

most recent period of continuous service, given there is not gap between employment of the 2 agencies. The foregoing does not apply to seniority-based entitlements.

To learn more about FACSFLA, please visit our website: [Family and Children's Services of Frontenac Lennox and Addington](#)

