



INTERNAL/EXTERNAL POSTING

The Orléans-Cumberland Community Resource Centre (OCCRC), an organization offering social and community services to residents of Orléans-Cumberland, is seeking a:

Professional Learning Leader (bilingual)

Contract until March 31st 2023

The OCCRC is located on unseeded Algonquin territory. Its mission is to work with the community to support individuals in their efforts to achieve their full potential with services designed to meet their physical, emotional, social, economic and mental needs. Our values include respect, personal connection, diversity and inclusion, as well as empowerment.

Hourly Wage: \$30.10 to \$36.27 + benefits
Hours: 5 days / week (35 hrs)
Reporting to: Program Manager
Nature of position: Coordination of sector-wide learning activities, professional learning and mentoring opportunities tailored to community needs, EarlyON Child and Family Centre staff as well as Centre wide Staff.

Reporting to the Program Manager, the Professional Learning Leader's (PLL) role is part of a pilot project administered by the City of Ottawa Children's Services department. The role requires participation in coordinated sector-wide learning activities in order to provide professional learning and mentoring opportunities tailored to meet the unique needs of the community served and the OCCRC. Professional learning and mentoring will focus on four priority areas outlined by the Ministry of Education:

- Anti-racism and inclusive practices;
- Incorporating Indigenous perspectives and pedagogies;
- Mental health and well-being for children, families, and staff;
- Supporting children with special needs through inclusive approaches.

DUTIES & RESPONSABILITIES

Teamwork & Collaboration

- Delivers staff learning and development and mentorship in four identified priority areas to increase quality and responsiveness within the early years;
- Actively participate in regular communities of practice to share and reflect on the four areas of priority, the pilot process, progress, and outcomes;
- Organize and facilitate regular group learning sessions for all staff related to the four priority areas – the goal is to increase awareness of equity and inclusion related issues, and provide critical skills to work in an inclusive way;
- Provide support and ongoing professional learning in the EarlyON program as well as with Centre staff, or within small group reflection sessions to enhance staff's capacity to serve the diversity of children and families;
- Build strong relationships with all staff and management to facilitate professional learning and build a Centre wide inclusive culture;
- Engage in informal mentoring with staff on a one-on-one basis or within small reflective groups to promote diversity, inclusion, and equity at workplace;
- Assists in the development of program specific policies and procedures/guidelines and in the overall planning and development of the EarlyON program;
- Participates in the evaluation component;
- Maintains effective communication among internal and external stakeholders;
- Participating actively as a team member at staff meetings, collaborative reflection sessions, in generating and exchanging ideas and in goal setting;
- The ability to work collaboratively with others to co-construct understandings and teaching strategies;

Administration

- Facilitates professional learning opportunities that reflect the view of children, parents, caregivers, and educators as competent, capable of complex thought, curious and rich in potential and experience;
- Apply the principles of Ontario's Pedagogy for the Early Years: *How Does Learning Happen* to guide the development and delivery of professional learning programs;
- Maintains electronic records and protects the confidentiality of the information;
- Maintain attendance records, meeting minutes and evaluation forms; Ensure all documentation is completed to the OCCRC standards;
- Performs administrative functions as required by the pilot;
- Assists in maintaining the program database by entering data, generating reports, supporting analysis;
- Assists in preparation of program and promotional materials and other documents as assigned;
- Reviewing professional journals, ECE publications, websites, and books;
- Coordinating staff professional development opportunities, reflective practice sessions and collaboration sessions;
- Actively participate in team meetings, professional development, staff retreat and other Centre activities;
- Attend relevant internal and external committee meetings.

EDUCATION/EXPERIENCE

- Registered and in good standing with College of Early Childhood Education; or have relevant college or university degree, and or have a solid understanding of indigenous pedagogy;
- Experience in facilitating meetings and group trainings;
- Good knowledge of children/family programs and services;
- Understanding and knowledge of needs, child development and problems faced by families with children from birth to age 6;
- Experience working with diverse communities or groups historically facing the greatest systemic and structural barriers;
- Three to five years experience working in a child/adult-oriented environment;

- Experience in program planning and delivery in accordance with Ontario's Pedagogy for the Early Years: How Does Learning Happen;
- Knowledge of social welfare systems, community demographics and the related social economic realities of diverse groups;
- Ability to apply an equity and inclusion lens to programs and services as well as to internal decision-making processes;
- Demonstrates skills in working collaboratively with community partners on early learning and care initiatives;
- Experience and sensitivity working with all families including culturally diverse, 2SLGBTQIA+, young parents, etc...

LANGUAGE SKILLS

- Ability to communicate (written and oral) in English and French is essential;
- Communication skills in other languages are an asset.

KEY COMPETENCIES

- Have strong communication and listening skills and ability to present to diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities;
- Encourage reflective practice and action;
- Be equitable, inclusive in their approach to delivering professional learning;
- Be flexible and adaptable in a pilot project environment;
- Demonstrated ability to work effectively in a multi-disciplinary team environment;
- Demonstrated stress resilience and mental health stamina in the delivery of client services;
- Well-developed interpersonal skills as well as the ability to tailor your message to your audience from children through to adults;
- Ability to demonstrate strong motivation and ability to take initiative.

OTHER REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Excellent communication, interpersonal and organizational skills;

- Lived experience and identity as a member of Indigenous, Black and/or People of Colour communities and/or as a Person with Disabilities, or member of other equity groups;
- Good knowledge of Microsoft Word, Excel, PowerPoint & Outlook;
- Ability to work a flexible schedule including evenings and occasional weekends;
- Ability to work both independently and within a multi-disciplinary team.

If you are interested in this position, please send your resume before 8:00 a.m. on Tuesday, September 6th 2022 to:

Orléans-Cumberland Community Resource Centre
 Selection Committee (Chantal Pomerleau)
 Professional Learning Leader Position
 105-240 boul., Centrum, Orléans, ON K1E 3J4
 Fax: 613-830-4196 --- Email: cpomerleau.crcoc.ca

The OCCRC is committed to including equity and diversity in its practice by being responsive to individuals' needs, and deliver equitable outcomes for all, regardless of their aboriginal status, race, colour, culture, ethnicity, language/linguistic origins, ability, socio-economic class, age, ancestry, nationality, religion or faith, sex, gender (identity & expression), sexuality, sexual orientation, mental or physical condition, family status, residency/migration status in Canada and all other forms of oppression that a person may experience.

The OCCRC is an equal opportunity employer who values the diversity of individuals in our programs and services. If at any stage in the selection process you require special accommodation, please let us know the nature of the required accommodation.

We would like to thank all those who have submitted a job application in advance, but will only those selected for an interview will be contacted.