



Users Guide Job Posting

Acknowledgements and Background

This User's Guide is an accompaniment to the Child Care Sector Job Postings developed by the HR Shared Services Partnership (HRSSP).

The HRSSP acknowledges funding provided by the Province of Nova Scotia's Department of Community Services under the Voluntary Sector Professional Capacity Trust. This funding was granted in 2011 and was used to develop tools and programs to develop and promote improved human resource management capacity for the Nova Scotia child care sector.

The HRSSP was comprised of four senior Executive Directors from child care facilities across Nova Scotia. The partners worked with a human resource management consultant with complementary experience to develop materials for the Nova Scotia child care sector.

The HRSSP acknowledges the use of the Task Profile Charts containing Occupational Standards for Early Childhood Educators and Child Care Administrators which was developed by the Child Care Human Resources Sector Council.

Child Care Sector Job Posting

The Child Care Sector Job Postings were developed for the following positions that are typically found in a child care centre:

Management	Teaching	Support
Executive Director	Resource Teacher	Administrative Assistant
Assistant Director	Inclusion Coordinator	Cook
	Early Child Care Educator Level III (Degree)	
	Early Child Care Educator Level II (Diploma)	
	Child Care Worker Level I	
	Child Care Worker (untrained)	

Purpose of the Child Care Sector Job Postings

The Child Care Sector Job Postings are for use by Early Child Care managers to recruit qualified candidates for vacant positions. The job posting is an important opportunity for the organization has to sell itself to potential employees. Every effort must be taken to make a good impression and create a desire on a part of the candidate to apply for the position.

This is the perfect opportunity to note any awards/notations, grants, benefits or professional development opportunities your organization offers. Qualified applicants are looking for secure work environments that show respect for their staff and recognize the contributions they make to the overall success of the organization and the development of the children in their care.

Step 1 – Introduce Your Organization

Briefly try to give applicants an idea of what the environment of your facility is like as well as an understanding of its mission and objectives. Include the job title you require to be filled.

Step 2 – Define the Role

- Give an overview of the role within the facility,
- give an overview of the primary duties and responsibilities,
- assess needs and develop postings that clearly articulate the requirements for the position; use current job descriptions for up-to-date information, and
- include all required information regarding the terms, salary and benefits associated with the position

Step 3 – Include All Applicant Requirements

- develop screening and selection tools that are based on the duties and qualifications as outlined in the job description,
- try to determine primary skills and abilities to highlight so potential applicants also have the qualities that fit within your organization,

Step 4 – Inform Applicants on How to Apply

- include all methods of application you will accept (eg. email, mailing or drop off address, fax)
- use this as another opportunity to direct applicants to your website
- when using websites, keep in mind any special requirements that maybe part of the application process
- make sure to include a deadline date
- include any notes on how applications will be handled such as whether all applicants will receive confirmation of receipt of their information or if only candidates chosen to be interviewed will be contacted

Using the Child Care Sector Job Postings

The Job Postings templates for each position are available for use by the Nova Scotia early child care community and can be accessed electronically at www.cccns.org. Find more information on recruitment at <http://www.ccsc-cssge.ca/hr-resource-centre/hr-toolkit/recruitmentiring/selection-criteria-methods-and-posting>.



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Job Posting Template

Organizational Introduction

A three or four sentence paragraph that provides a brief but specific description of your organization and what position requires to be filled.

The Role

List the primary job duties and responsibilities. Use the job description to identify the primary responsibilities and also incorporate a general statement about the skills and abilities that are best suited to the position as well as the organization. Include basic information an applicant will need to know about the role:

Terms: This is a full-time/part-time/casual/on-call/term position. Indicate if this is a union or non-unionized position. Include expected hours and days of work.

Salary: Give the annual salary or hourly rate for the position. Use this opportunity to clarify paid hours on a weekly, bi-weekly or annual rate. If your organization has any grants or other opportunities to highlight regarding pay, they should be included here.

Benefits: Highlight any benefit packages that an employee has as part of this position. This is very important as it maybe something your organization can offer that others do not.

About the Ideal Candidate

State the minimum qualifications required to successfully perform the job. These are the qualifications that are necessary for someone to be considered for the position. Ensure that qualifications are current and comply with provincial human rights legislation.

Qualifications include:

- Education, Qualifications and Professional Certifications
- Experience
- Specialized Knowledge
- Skills and Abilities
- Personal Characteristics

How to Apply

Apply to Resumes@xxx.ca no later than DATE. Applications will be reviewed as they are received and interviews will begin as suitable candidates are identified.