

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>PROGRAM ANALYST</b>		
<b>DEPARTMENT:</b>	Housing & Children's Services	<b>UNION:</b>	C.U.P.E. Local 543
<b>LOCATION:</b>	Various	<b>JOB CODE:</b>	543519
<b>HOURS OF WORK:</b>	33.75	<b>GRADE/CLASS:</b>	0.14
<b>SHIFT WORK REQ'D:</b>	No		

**DUTIES:**

Reporting to the Program and Policy Supervisor in the Children's Services Division, this position will provide program support to the Manager of Children's Services by providing expert research, analysis, and advice, particularly in respect to child care planning, strategies and program initiatives within the Windsor and Essex County areas. Will provide administrative, research, resource development and planning support associated with Early Learning and Child Care Programming and other areas as required. Will assess operational standards and present conclusive, informative reports. Will be involved in program development/analysis, consultation, analytical project management and problem solving. Must maintain amiable relations with co-workers and customers. Will work within a team environment and independently. Will have the ability to travel within the service area throughout Windsor and Essex County as required to apply the levels of service tool for program support at various child care centres. Responsible for collecting data for budget and coordinating activities for budget preparation (quarterly reports). Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma plus two (2) years of post-secondary education in Early Childhood Education from a Community College or Ontario Ministry of Education equivalencies;
- Must have over three (3) years of experience in a child care/group setting, with experience and knowledge in the delivery of Social Services programs;
- Must have the ability to travel to off-site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current, valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have extensive knowledge of the principals/practices of child and youth development and programming requirements in a child care/group setting;
- Must have a sound knowledge of the Day Nurseries Act, Child and Family Services and Developmental Services Acts;
- Must have operating knowledge and training in the Microsoft Office Suite of products (i.e. Word, Excel, etc);
- The physical demands analysis associated with this job indicates a sedentary level of work.

**In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.**