

Program Advisor

Organization: Ministry of Children, Community and Social Services

Division: Community Services Division

City: Kingston, Ottawa

Language of Position(s): English

Job Term: 1 Temporary (12 months with possible extension)

Job Code: 05516 - Program Adv, Early Childhood Ed

Salary: \$1,355.45 - \$1,662.17 Per Week*

*Indicates the salary listed as per the OPSEU Collective Agreement.
Understanding the job ad - definitions

Posting Status: Open Targeted

Job ID: 212195

[Apply Online](#)

The Ministry of Children, Community and Social Services has an exciting and challenging opportunity for you to demonstrate your expertise in interpreting and applying legislation, applying your problem solving and analytical skills and supporting/engaging with sector Executive Directors/staff by conducting compliance inspections of agencies providing services for adults with developmental disabilities. You would be joining a team consisting of 9 inspectors and 4 corporate staff that are there to support you. Full training will also be provided.

***Note:** This position requires the ability to travel frequently throughout the province, (regularly within a designated region and occasionally outside the designated region) and may require overnight travel.

The head office for the Quality Assurance and Compliance Unit is located at 315 Front Street Toronto, Ontario but this position is located out of either 347 Preston Street, Ottawa or 11 Beechgrove, Kingston, Ontario.

Flexible work arrangements including flexible hours and telework (remote work) are also currently available.

Effective, January 1st, 2024 the correct salary range for this position will be \$1444.55 to \$1771.45 per week in compliance with OPSEU collective agreement provisions.

Job Preview Information Session

We invite you to join us for a voluntary, online information session on Friday, April 12, 2024, at 10:00 am. EST to learn more about the Program Advisor opportunities within the Ministry of Children, Community and Social Services. This is voluntary and will not impact the screening process. If you

are interested in learning more, please register via the following link: [Job Information Session](#)

Access details to attend the information session will be provided to those who express interest via the above MS Forms page only.

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 "How to apply" section if you require a disability-related accommodation.

What can I expect to do in this role?

You will:

- conduct site visits alone or in groups to inspect, evaluate and monitor the services and supports provided by ministry-funded service agencies to adults with a developmental disability
- identify compliance issues, and make recommendations for corrective actions and improvements
- prepare compliance documentation and related reports
- communicate compliance requirements, and provide compliance assistance to inspected agencies as required
- support inspected agencies are in full compliance with legislative and regulatory standards
- participate in program reviews of agencies to resolve compliance issues
- liaise with community agencies, ministry regional offices and municipal services, such as fire departments, public health and building inspectors as required
- participate in ad hoc committees and projects as required.

How do I qualify?

Technical Knowledge and Expertise:

- You have knowledge of service and support delivery programs for adults with developmental disabilities, and policies, practices and procedures for overseeing service agency operations for compliance with legislative and regulatory standards and accepted practices
- You are familiar with Ministry funding programs for delivering services and supports to adults with

developmental disabilities

- You have the ability to interpret and apply knowledge of relevant legislation and regulations such as the Services and Supports to Promote the Social Inclusion of Persons with Disabilities Act 2008, Ontario Regulation 299/10 Quality Assurance Measures and the Freedom of Information and Protection of Privacy Act (FIPPA), to assess compliance of ministry-funded developmental services and supports, and respond to potential breaches of sensitive client information

Analytical and Problem-Solving Skills:

- You have the ability to assess and evaluate services and supports being provided to adults with a developmental disability by ministry-funded service agencies
- You have the ability to perform on-site inspections against legislative and regulatory requirements for purposes of compliance

Communication, Presentation, Interpersonal and Negotiation Skills:

- You have the ability to prepare communications materials such as compliance letters, and summarize and present compliance or general program –related information to agencies, ministry staff, and stakeholders
- You have the ability to liaise with other professionals and government bodies, such as public health and fire departments
- You have the ability to influence and encourage compliance improvement by providing advice on good practices, and/or how to make recommended changes to programs or operations to improve compliance results

Computer Skills:

- You are accustomed to using computers on a daily basis, and are proficient with a variety of software applications, such as electronic mail, word processing, spreadsheets and database applications to prepare compliance inspections, correspondence, reports and presentations

Additional Information

Address:

- 1 English Temporary, duration up to 12 months, 347 Preston St, Ottawa, East Region or 11 Beechgrove Ln, Kingston, East Region, Criminal Record Check

Compensation Group:

Ontario Public Service Employees Union
Understanding the job ad - definitions

Schedule:

6

Category:

Inspections and Investigations

Posted on:

Tuesday, April 2, 2024

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), Corporate Talent Programs Branch, Talent and Leadership Division 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.

- T-SS-212195/24

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 team 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 **Friday, April 19, 2024 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's Human Rights Code](#) .**

[Apply Online](#)