

CCHRSC Fact Sheet for Employers Working in Child Care



Who We Are

The Child Care Human Resources Sector Council is the hub for information on human resource issues in Canada's early childhood education and care (ECEC) sector.

The CCHRSC is a pan-Canadian, non-profit organization, guided by a volunteer board made up of sector representatives from across Canada, and funded by Human Resources and Skills Development Canada's (HRSDC) Sector Council Program.

Sector councils provide a neutral forum for employers and other stakeholders to analyze and address sector-wide human resource issues on a national scale/at the national level.

What We Do

The CCHRSC provides research and information on a range of HR topics in the ECEC sector, including recruitment, retention, and training.

The CCHRSC creates HR tools that ECEC sector employers can use to build and implement sound HR practices.

The CCHRSC creates opportunities for ECEC employers to network and share experiences.

Through the CCHRSC, employers gain knowledge and experience in relevant aspects of ECEC sector human resource management and leadership to ensure effective, productive and positive workplace environments.



CCHRSC HR Tools

Occupational Standards for Child Care Administrators –

These Occupational Standards are intended for directors, supervisors, administrators, managers, and lead or head educators in an ECEC environment. They identify core knowledge, skills, and abilities required in six key areas: child development and care (programs); human resources; financial; facilities and community relations; and governance.

Occupational Standards for Early Childhood

Educators (ECEs) – These Occupational Standards describe the knowledge, skills and abilities front-line ECEs need to do their job effectively. Employers can use the standards to develop recruiting tools, evaluate staff's day-to-day work, and determine professional development requirements.

How-To Use the Occupational Standards for ECEs:

How-To Guide and Video Series – The step-by-step How-To Guide describes five potential uses for the Occupational Standards, including: developing job descriptions, conducting performance appraisals, and identifying ongoing professional development needs. The Guide also features examples of important HR tools, such as a Professional Development Plan and a Performance Appraisal Scale.

HR Toolkit for Employers – This project will provide employers with an HR Toolkit designed to improve their human resource management skills, enhance their capacity to retain staff, and improve overall job satisfaction among ECEs. The Toolkit will include tools and resources specifically geared towards ECEC employers, including templates for creating job descriptions and policies, and workplace retention strategies. Available 2012.



CCHRSC's HR Research and Information

Career Promotion and Recruitment Strategy – The Executive Summary of this project focuses on identifying ways to attract more people to careers in ECEC and encourages skills development among the existing workforce.

Supporting Employers in ECEC – Executive & Main Report – Each report includes recommendations in areas where employers can have an impact, including: improving HR and leadership capacity; promoting/developing exemplary practices; training and professional development; and the monetary and non-monetary ways of recruiting and retaining staff.

Employer Models in Canada's ECEC Sector – This publication contains a series of 14 descriptive articles designed to bring ECEC governance models to life by exploring different programs and models from the employer perspective.

Understanding and Addressing Workforce Shortages – Recruitment and Retention Challenges and Strategies – This report examines recruitment and retention challenges in the ECEC sector from an economic and human resource management perspective. It includes recommendations for changing the primary factors that cause workforce shortages in the ECEC sector, including a list of steps employers can take to improve recruitment and retention in their workplaces.



Opportunities to network and share experiences

More than 1,000 ECEC employers across Canada who are dedicated to addressing HR issues in the sector have joined the CCHRSC network. Ways that you can stay connected include:

Signing-up with the CCHRSC

After signing-up at www.cccs-cssge.ca you may be invited to participate in focus groups, interviews and surveys that play a critical role in informing CCHRSC research. You will also receive updates, news and information on our work and human resources in Canada's ECEC sector, and have the opportunity to network with other professionals through our work.

An electronic bulletin

Designed to be brief and fit your busy schedule, the e-bulletin is sent to your inbox 3–5 times a year. The easiest way to stay up to date on CCHRSC projects, resources, and human resource developments in the sector, the e-bulletin focuses on connecting end users with the resources and information they need.

To receive the e-bulletin, sign-up at:
www.ccsc-cssge.ca/english/list/

A LinkedIn Network

LinkedIn is a professional networking site that helps you exchange knowledge, ideas and opportunities with a broad range of network professionals who are also using LinkedIn. When you create a profile, you will be able to join one of two CCHRSC groups designed to stimulate discussion in the ECEC community. The first group is a general group that anyone in the ECEC sector can join, while the second is a post-secondary ECE group specifically for faculty and leaders working in the ECEC education community. Simply type "CCHRSC" into the LinkedIn search field to join our groups and start networking!



“Organizations and employers benefit from the work of the CCHRSC through the research and tools they develop, which can be easily adapted or replicated for use by boards of directors and administrators. Tools can be used as a basis for policy development, and to guide practices and protocols within programs. In our field, our time is best used to implement good practices developed for us versus researching and developing them on our own.”

–Karen Ohlson, Executive Director, K.I.D.S Inc., Manitoba

“Understanding the sector’s challenges, strengths and working conditions is critical for employers in the ECEC sector and the CCHRSC provides excellent resources employers can use to help inform planning and improve the quality of child care programs across the country.”

–Linda Cottes, Senior Vice President Operations – Child, Youth and Family Development, YMCA of Greater Toronto, Ontario

For more information or to order print versions of this document, contact the Child Care Human Resources Sector Council (CCHRSC):



www.ccsc-cssge.ca



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Canada

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"The Occupational Standards for Child Care Administrators is a reference document in our organization's succession plan, providing valuable information about administrative roles and responsibilities that can be used to inform the recruitment and selection process. A must have for all early learning and care programs!"

–Susan Willis, Executive Director, Point Pleasant Child Care Centre, Nova Scotia

"The CCHRSC fulfills a valuable role in strengthening and promoting professional standards in the field of early childhood education. As an employer, I have found the Occupational Standards for Early Childhood Educators very comprehensive and useful in developing capacity and a strong skill base within the workplace."

–Margo Kirk, Executive Director, University Children's Centre, Nova Scotia

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