

New

Ministry

Education

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Child Care Funding Coordinator

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to Funding Team Lead, this position is responsible for administering and monitoring various grants under the Alberta Child Care Grant Funding Program and Child Care Affordability Grant. The programs are designed to provide funding to help child care programs sustain a trained and qualified workforce of early childhood educators and reduce parent fees to an average \$15 per day. The Coordinator is responsible for ensuring financial accountability for administration of the grants through the completion of reviews and detailed assessments, evaluations and recommendations for all licensed child care programs exceeding \$300 million per year related to the various funding grants (wage top-ups, professional development grant, release time grant), as well as over \$900 million in Affordability Grants per year.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

Ensures financial accountability for the administration of multiple grants under the Alberta Child Care Grant Funding and Affordability Grant Funding programs:

1. Assess, evaluate and recommend grant funding for all licensed child care programs.

Assess, recommend and determine eligibility for grant funding.

Advise grant recipients when they do not meet the conditions of grant funding, explaining what they must do

to meet the criteria.

Identify delivery and payment issues and recommend options for resolution to management.

Ensure services are delivered in accordance with accepted practices and within guidelines prescribed by financial legislation and Ministerial policy and procedures.

2. Program Administration

Provide efficient and effective customer service to license child care programs, early childhood educators and Alberta families in relation to grant funding policy and processes, address the questions and recommend solutions, as appropriate.

Assist child care operators in navigating the online Early Childhood Development System (ECDS portal) to ensure they are able to review, complete and sign the necessary grant agreements.

Review Affordability Grant agreement Schedule A fees to assess eligibility in line with the internal process and standards, communicate with the child care operators to obtain necessary evidence in support of their fees and assess the submitted evidence to prepare recommendation to Sr. Program Analyst.

Complete accurate data entry, tracking and reporting of the professional development and release time assessments and expenditures for all Early Childhood Educators in Alberta who request the funding.

Monitor multiple shared inboxes to organize, track and address various inquiries, including questions, requests and complaints from the child care operators, early childhood educators and Alberta families.

Generate and analyze reports, assist with program and financial operations and strategic direction.

Provide advice, information and direction regarding various grants.

Provide training to new team members.

3. Develop, implement and monitor policies and procedures for grants to ensure continuous program improvement.

Make recommendations for revision of current policy and service delivery processes.

Identify implications for potential impacts on this and other provincial Early Learning and Child Care programs.

Interpret policy, standards and guidelines related to the various grants to support licensing and other departmental staff.

Collect and research information for the preparation of briefing notes and action requests related to the various grants.

Conduct research on similar programs offered in other jurisdictions. Make recommendations on program enhancement.

Participate in best practices meetings ensuring stakeholder concerns are heard and program objectives are communicated.

Identify system issues (CCIS, ECDS portal, Access database) and make recommendations for improvement.

Contribute to development, design, testing and implementation of the new provincial systems (ECDS portal).

4. Manage and respond to complaints related to the grants.

Provide advice, information and direction, where appropriate, to resolve complaints from grant recipients, early childhood educators and Alberta families in relation to the grants delivered.

Review incoming complaints and determine most appropriate course of action, in consultation with the Grant Specialist, if necessary.

Request additional information with which to investigate the complaint.

Assist the Grant Specialist with the complaint investigation and resolution process.

Refer complaint as required.

5. Other

Delegate administrative work to unit administrative and/or temporary support staff as required.

Contribute to a positive team environment.

Problem Solving

Typical problems solved:

The Funding Coordinator administers the Alberta Child Care Grant and Affordability Grant Programs to all licensed child care programs in Alberta.

This position works within established Government of Alberta financial and administrative policies and procedures and the various grants criteria to recommend funding of approximately \$1 billion annually (2024).

Reporting to the Funding Team Lead, the Funding Coordinator operates with independence to:

- Recommend to approve/deny access to secure grant agreement portal in ECDS, grant agreements for signature and execution and funding requests.
- Ensure due diligence in the fee approval and grant approval process
- Investigate complaints
- Identify issues and options for resolution
- Effectively communicate with department and community stakeholders.

The Coordinator is expected to exercise resourcefulness and adaptability to proactively identify, troubleshoot and resolve issues. This position requires analytical and interpretative/evaluative thinking processes to effectively and accurately manage a range of situations. Creativity is applied in resolving matters that deal with a complete range of clients and issues.

Types of guidance available for problem solving:

Guidance for this position includes detailed procedural manuals, established policies and expert advice on the Provincial Policy and Programs Initiatives.

Direct or indirect impacts of decisions:

Decisions made in this position are supported by the detailed procedural manuals and established policies, in which are supporting the overall efficiency and reliability of the Provincial Policy and Programs Initiatives.

Key Relationships

Major stakeholders and purpose of interactions:

This position deals with a wide variety of contacts including: individuals, departments and client groups both internal and external to government on a daily basis. The purpose of these contacts includes providing advice and policy direction, as well as for making funding decisions, and in communication effective practices.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
High School Diploma			

If other, specify:

Job-specific experience, technical competencies, certification and/or training:

- Excellent interpersonal and communication skills, both oral and written to effectively work with a variety of issues and stakeholder groups with diverse philosophies, values and backgrounds.
- Detailed knowledge of financial practices and administration of grant funding.
- Ability to make decisions and utilize solid decision-making processes.
- Strong analytical, problem-solving, negotiation and conflict-resolution skills.
- Aptitude for prioritization and multi-tasking.
- Adaptable to changing work environments.
- Strong organizational, planning and time management skills.
- Experience with research methodology, statistics, information systems, data management and analysis.
- Effective liaison skills.
- Ability to work independently with a high degree of autonomy.
- Ability to think comprehensively, understand specific details and implications, and to work effectively with complex issues, systems and relationships, combining a high level of creativity with strong analytical skills.
- Competent computer skills using a variety of applications (CCIS, ECDS Portal, Microsoft Office).

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Drive for Results	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	
Build Collaborative Environments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; 	

		shares learning • Collects breadth of data and perspectives to make choices	
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Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

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Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name

Date yyyy-mm-dd

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

ADM Name

Date yyyy-mm-dd

ADM Signature

DM Name

Date yyyy-mm-dd

DM Signature