

We're Hiring!



COMMUNITY CONNECTOR

Posting Requisition	2024-068	Program	<i>Child Care Resource and Referral Program</i>
Job Type	<i>Temporary, Full-time (12 Months)</i>	Location	<i>Surrey, BC</i>
Hours of work	<i>35 hours per week</i>	Closing Date	<i>Open until filled</i>

Salary - \$27.31 hourly (subject to our funding model)

Options Community Services is a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

This position is responsible for providing support, education, access to resources and professional consultation on child care issues to parents, child care providers, early learning professionals and the broader community. They are actively engaged in the development and implementation of services to the community which will enhance the availability and quality of a range of child care options for families.

ACCOUNTABILITIES

- Adheres to the policies and standards of Options Community Services Society, as established in policy and program manuals, Health & Safety Guidelines, job descriptions, written memos, and verbal agreements.
- Supports Child Care Providers through the process of applying for available funding and programs related to child care offered by the Province, including as applicable the Start Up Grant and the Child Care Fee Reduction Initiative and any future Province funding and programs;
- Provides information and support relevant to operating a child care location, such as connecting Child Care Providers with Licensing Officials;
- Provides mentoring and resources on child care philosophies and programming, including play-based learning, health, safety and nutrition, child development, methods for dealing with challenging behaviors and the BC Early Learning Framework.
- Provides supportive child care site visits to provide guidance, mentoring, and model child care activities;
- Develop, present and facilitate education around the BC Early Learning Framework and inclusive care, build the capacity of parents and child care providers/early learning professionals to support young children and their families in the context of early childhood development.
- Assists in the planning and implementation of special events, and represents the CCRR program and OCS in the child care and broader communities.
- Share culturally-responsive, developmentally-appropriate tools and resources; facilitate referrals; and offer practical ideas to help reduce stress for child care providers, families and their children.
- Follows written and verbal directives from the immediate supervisor, executive director or designate.

QUALIFICATIONS

Education, Training, and Experience:

- Early Childhood Care and Education training or equivalent combination of education and experience with at least three (3) years' previous experience working with young children and their families.

We are an equal opportunity employer committed to hiring a diverse workforce

Posted: April 9, 2024

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- Comprehensive knowledge of Early Years programs, services, and challenges
- Current Level I First Aid Certificate

Skills and Abilities:

- Demonstrated success with collaborative program implementation.
- Proven experience with community development and mobilization.
- Proven experience with group facilitation.
- Outstanding written and verbal communication skills.
- Understanding of the current realities facing child care workforce, parents, families, and children aged 0-6 years in Surrey.
- Capacity and confidence in engaging a range of early learning and care professionals, families and young children, representing immense linguistic/cultural/socio-economic diversity.
- Build connections with early learning programs to promote and enhance the availability and quality of a range of child care options for families.

SPECIAL REQUIREMENTS

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check / Vulnerable Sector search preceding their start date.

**An eligibility list may be maintained for up to six months. Eligible applicants may be offered a casual position. This position is open to all qualified applicants.*

PLEASE APPLY TO: Michelle Davies, Program Manager
Options Community Services Society
Email: Michelle.Davies@options.bc.ca

Please include a cover letter clearly indicating the posting number [posting #2024-068 and outlining your qualifications and related experience for the position]