

# POSTING

## OUTREACH CONSULTANT

Permanent Part Time (21 hours per week)

### Child Care Resource and Referral Program

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This position is responsible for assisting in the recruitment, registration and support of License Not Required Family Child Care Providers. They provide support, education, access to resources and professional consultation on child care issues to child care providers. 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.

#### KEY DUTIES AND RESPONSIBILITIES

- Assists in the development, implementation and monitoring of recruitment, assessment, training and support strategies for License Not Required Family Child Care providers;
- Maintains a working knowledge of child care services, community services, resource persons and wide range of child care issues and initiatives and dispenses this information for care providers, families and the community;
- Conducts home setting reviews and office consultations with family child care providers and provides ongoing home visits and telephone support;
- Performs other information and referral duties as directed by the Program Manager or designate;
- Makes recommendations with regard to the development of the program and participates in program evaluations;

#### QUALIFICATIONS

##### Education, Training, and Experience:

- Early Childhood Care and Education Certificate and/or an equivalent combination of education, training and experience with at least three years previous experience working with children, particularly in a Family Child Care setting;
- Knowledge of child development and ability to model healthy adult-child relationships and positive discipline;
- Demonstrated knowledge of child care issues, trends and practice.
- Demonstrated knowledge of appropriate personal and professional boundaries and ability to maintain confidentiality

##### Job Skills and Abilities:

- Ability to take initiative, set priorities, manage multiple tasks and meet deadlines;
- Ability to work independently and as part of a team;
- Ability to provide objective assessment and consultation to parents and child care providers;

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**NOTE: Applicants not selected for an interview will not necessarily be notified.**

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

Posted: 11/13/2018

OCS Posting #:A21224

- Non judgmental, respectful, positive, supportive, empowering attitude, strong oral communication skills;
- Knowledge of technical systems and computer applications and a willingness to learn;
- Valid Level 1 First Aid Certificate;
- Class 5 Driver's License and use of a reliable vehicle;
- No relevant criminal history.
- Second language abilities an asset;
- Crisis Line experience an asset.

\* An eligibility list will be maintained for up to 6 months.

**CLOSING DATE:** Resumes will be reviewed starting [November 20, 2018] but the posting will remain open until filled and will close without notice.

**PLEASE APPLY TO:** Sharlene Wedel, Program Manager  
Options Community Services Society

Email: [sharlene.wedel@options.bc.ca](mailto:sharlene.wedel@options.bc.ca)

Please include a cover letter clearly indicating the posting number [#A21224] and outlining your qualifications and related experience for the position.