

# POSTING

## OUTREACH CONSULTANT

Permanent Full Time (35 hours per week)

### Child Care Resource and Referral Program

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This position is responsible for assisting in the recruitment and support of Child Care Providers. They provide support, education, access to resources and professional consultation on child care issues to parents and all Licensed and unlicensed 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 child care providers.
- Assists in the preparation and distribution of CCRR recruitment, registration, policy and procedure information to child care providers.
- Maintains a working knowledge of child care services, community services, resource persons and a 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.
- Plans, implements and facilitates child care provider networking and educational opportunities. Assists in the planning and implementation of special events, and represents the CCRR program and OCS in the child care and broader communities.
- Performs other information and referral duties as directed by the Program Manager, or designate.
- Follow written and verbal directives from the immediate supervisor, Executive Director or designate.
- Follow the Child Abuse Protocol and the General Safety Guidelines.
- Makes recommendations with regard to the development of the program and participates in program evaluations.

#### QUALIFICATIONS

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

- Bachelor's Degree and a combination of relevant education and experience. Candidates with less education will be considered.

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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: 03/15/2019

OCS Posting #:A21296

- At least one year of Early Childhood Care and Education training or equivalent combination of education and experience with at least three years previous experience working with children, particularly in Family Child Care.
- Current Level I First Aid Certificate.
- Class 5 Driver's License and use of a reliable vehicle;
- Basic computer skills.

**Job Skills and Abilities:**

- Knowledge of child development and ability to model healthy adult-child relationships
- Demonstrated knowledge of child care issues, trends and practice.
- Demonstrated knowledge of appropriate personal and professional boundaries and ability to maintain confidentiality;
- 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;
- Non-judgmental, respectful, positive, supportive, empowering attitude, strong oral communication skills;
- Knowledge of technical systems and computer applications and a willingness to learn;
- 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 [March 22, 2019] 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)

**No phone calls please.**

**Please include a cover letter clearly indicating the posting number [#A21296] and outlining your qualifications and related experience for the position.**