

# POSTING

## CHILD CARE CONSULTANT Permanent Full Time (35 hours per week) (Some Evenings and Saturday Hours Required)

### Child Care Resource and Referral Program

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The CCRR Child Care Consultant is responsible for promoting the BC Affordable Child Care Benefit program and supporting parents and caregivers in accessing the program. This position responds to enquiries from families, the child care community and the general public on a wide range of issues regarding early childhood care and education. Conducts referrals for families seeking child care.

#### KEY DUTIES AND RESPONSIBILITIES

- Promotes the Child Care Options Resource and Referral, the Child Care BC Affordable Child Care Benefit program and other child care related services in the community
- Assists parents and care providers in completing the Affordable Child Care Benefit application and claim forms and provides assistance with the public computer
- Provides information sessions on the Affordable Child Care Benefit and how to apply for it to individual parents, parent groups, care providers and students
- Responds to enquiries from families, the child care community and the general public seeking information on all issues related to children and families
- Responds to enquiries from parents and guardians seeking child care and makes referrals to local care providers and other child care services based on the parents' and child's specific needs. Answers questions and provides consultation on how to evaluate and choose child care options

#### QUALIFICATIONS

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

- Early Childhood Education and/or equivalent education and one year previous experience working with young children and parents
- Current Level I First Aid certificate
- A valid Class 5 BC Driver's License and a reliable vehicle

##### Job Skills and Abilities:

- Ability to work flexible hours
- Strong organizational skills and ability to work well under pressure
- Demonstrated knowledge and proficiency with computer applications (particularly: Windows XP, Excel, Database management)

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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.

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OCS Posting #:A21348

- Ability to work independently, take initiative and manage time effectively in a fast paces changing environment
- Proficiency in written, oral and interpersonal communication
- Demonstrated effectiveness as part of a staff team
- Knowledge and understanding of current child care practice, issues, trends and community resources
- Demonstrated knowledge of cultural and family diversity and understanding of multiple barriers to accessing services
- No relevant criminal history
- Second language ability 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 [May 17, 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 [#A21348] and outlining your qualifications and related experience for the position.**