

# POSTING

## COMMUNITY CONNECTOR

Temporary Full Time (35 hours per week)

### Child Care Resource and Referral Program

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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.

#### KEY DUTIES AND RESPONSIBILITIES

- Through the provision of education and support, 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.
- Facilitates a variety of community connections with individuals working with young children and their families, provide resources, organize and mentor in order to support their work.
- Assists in the development, implementation and monitoring of recruitment, assessment, training and support strategies for 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.
- Assists in the planning and implementation of special events, and represents the CCRR program and OCS in the child care and broader communities.
- Address parenting questions and concerns of families with young children and provide parent education to improve parenting knowledge, to build healthy parent- child relationships.
- Share culturally-responsive, developmentally-appropriate tools and resources; facilitate referrals; and offer practical ideas to help reduce stress for families and their children.
- Develop, present and facilitate public presentations to community partners, businesses and other networks. Facilitate access to CCRR resources.

#### QUALIFICATIONS

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

- Bachelor's Degree in the field of Early Childhood Education, and/or a combination of education and related experience.
- 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.

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

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OCS Posting #:A21600

- Current Level I First Aid Certificate.
- Class 5 Driver's License and use of a reliable vehicle;
- Knowledge of technical systems and computer applications and a willingness to learn.

**Job Skills and Abilities:**

- Comprehensive knowledge of Early Years programs, services, and challenges.
- Basic computer skills.
- Demonstrated success with collaborative program implementation.
- Proven experience with community development and mobilization.
- Outstanding written and verbal communication skills.
- Understanding of the current realities facing parents, families, and children aged 0-6 years in Surrey.
- Capacity and confidence in engaging a range of 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.
- 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 August 11, 2020 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 [#A21600] and outlining your qualifications and related experience for the position.**

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