

**We're Hiring!**



**Posting:  
A21803**

**Outreach Consultant  
Permanent Full Time  
(35 hours per week)**

**Child Care Options  
Resource and Referral**

### Options Community Services Society

We are 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.

We envision a healthy community as a safe and clean environment where we all have a sense of belonging. It is a place where each of us has the opportunity to work and learn, and to develop and realize goals that are meaningful and fulfilling.

The Early Childhood Resource Consultant responds to enquiries from the childcare community and the public regarding a wide range of issues regarding early childhood care and education resources. Where appropriate, referrals are given to appropriate programs or services. 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 childcare issues to parents and all Licensed and unlicensed childcare 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 childcare options for families.

### HIGHLIGHTS OF KEY RESPONSIBILITIES

- Assists in the development, implementation and monitoring of recruitment, assessment, training and support strategies for childcare providers.
- Assists in the preparation and distribution of CCRR recruitment, registration, and policy and procedure information to childcare providers.
- Maintains a working knowledge of childcare services, community services, resource persons and a wide range of childcare issues and initiatives, and dispenses this information for care providers, families and the community.
- Conducts home setting reviews and office consultations with family childcare providers and provides ongoing home visits and telephone support.
- Plans, implements and facilitates childcare provider networking and educational opportunities. Assists in the planning and implementation of special events, and represents the CCRR program and OCS in the childcare 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

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

Posted: 21-May-07

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

## Education, Training, and Experience

### The candidate must have:

- Early Childhood Education and/or equivalent education and minimum three year previous experience working with young children and parents.
- Current Level I First Aid certificate.
- Basic to advanced computer training and experience.
- A valid Class 5 BC Driver's License and a reliable vehicle

### Knowledge Skills and Abilities:

- Knowledge of child development and ability to model healthy adult-child relationships
- Demonstrated knowledge of childcare issues, trends and practice.
- Demonstrated experience producing and engaging with pedagogical narrations
- Comprehensive understanding of the BC Early Learning Framework's vision, principles and areas of learning, and description of pedagogical narrations.
- 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 well with others and provide objective assessment and consultation to parents and child care providers;
- Non-judgmental, respectful, positive, supportive, empowering attitude, strong oral communication skills;
- No relevant criminal history;

### Assets include:

- Second language ability.
- Crisis Line experience.

***Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search preceding your start date.***

***Applicants with lived experience are strongly encouraged to apply.***

**CLOSING DATE:** Resumes will be reviewed starting **May 14, 2021** but the posting will remain open until filled and will close without notice.

**PLEASE APPLY TO:** Michelle Davies, Program Manager  
Options Community Services Society

Email: **Michelle.Davies@options.bc.ca**

Please include a cover letter indicating the posting number **[#21803]** and detailed resume outlining your qualifications and related experience for the position.

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