

We're Hiring!

**Posting:
A21841**

**Child Care Consultant
Temporary Part-Time
(28 hours per week)**

**Child Care Resource and
Referral Program**

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.

12 month contract

Some evenings and Saturdays required

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.

HIGHLIGHTS OF KEY 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.

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

Posted: 21-Feb-10

Knowledge 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).
- 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.
- Second language ability an asset.

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 **June 21, 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 [**#21841**] and detailed resume outlining your qualifications and related experience for the position.

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