

We're Hiring!



CHILD CARE CONSULTANT

Posting Requisition	22139	Program	<i>Child Care Options Resource and Referral</i>
Job Type	<i>Regular, full-time</i>	Location	<i>Surrey, BC</i>
Hours of work	<i>35 hours per week</i>	Closing Date	<i>Open until filled</i>

Options Community Services is 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.

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. This position also conducts referrals for families seeking child care.

ACCOUNTABILITIES

- 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.
- 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.
- Performs other duties, as required.

QUALIFICATIONS

Education, Training, and Experience:

- Early Childhood Education and/or equivalent education and minimum one (1) year experience working with young children and parents.
- Current Level I First Aid certificate is required.
- A valid Class 5 BC Driver's License and a reliable vehicle is required.

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).

We are an equal opportunity employer committed to hiring a diverse workforce

Posted: 22-Aug-29

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- Ability to work independently, take initiative and manage time effectively in a fast-paced 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.
- Proficiency in a second language is an asset.

SPECIAL REQUIREMENTS

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check / Vulnerable Sector search preceding their start date.
- Applicants may be required to provide proof of Covid -19 vaccination.

**An eligibility list may be maintained for up to six months. Eligible applicants may be offered a casual position. This position is open to all qualified applicants.*

PLEASE APPLY TO: Michelle Davies, Program Manager
Options Community Services Society
Email: michelle.davies@options.bc.ca

Please include a cover letter clearly indicating the posting number [posting #22139] and outlining your qualifications and related experience for the position.