

We're Hiring!



CHILDCARE CONSULTANT

Posting Requisition	2024-079	Program	Child Care Resources & Referral (CCRR)
Job Type	Regular, Full-Time	Location	Surrey & Delta, BC
Hours of work	35 hours per week (Evening & Weekend Hours required)	Closing Date	Open Until filled

Salary - \$27.31 hourly (subject to our funding model)

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

ACCOUNTABILITIES

- Promotes the Childcare Options Resource and Referral, the Childcare BC Affordable Childcare Benefit program and other childcare related services in the community.
- Support families seeking available childcare, including by maintaining an up-to-date referral list of Childcare Providers, providing families on request with lists of potential Childcare Providers
- Assists parents and care providers in completing the Affordable Childcare Benefit application and claim forms and assists with the public computer.
- Provide education to families on how to choose quality childcare that best suits their needs.
- Provides information sessions on the Affordable Childcare Benefit and how to apply for it to individual parents, parent groups, care providers and students.
- Provide information about and referrals to other community services in the Service Areas, including food banks, immigrant settlement services and translation services.
- Responds to enquiries from families, the childcare community and the public seeking information on all issues related to children and families.
- Maintains a working knowledge of childcare services, community resources and a wide range of childcare issues and initiatives and dispenses this information to families, care providers and the community.
- Maintains liaison and effective communication with supervisors and staff of OCS programs, community, and other agencies.
- Participates in special events (i.e. community meetings, multicultural celebrations).
- Performs other duties, as needed.

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QUALIFICATIONS

Education, Training, and Experience:

- Early Childhood Education and/or equivalent education and three (3) years 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.

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 pace changing environment.
- Proficiency in written, oral, and interpersonal communication.
- Demonstrated effectiveness as part of a staff team.
- Knowledge and understanding of current childcare practice, issues, trends, and community resources.
- Demonstrated knowledge of cultural and family diversity and understanding of multiple barriers to accessing services.
- Non-judgmental, respectful, positive, supportive, and empowering attitude.
- Ability to identify sensitive issues and maintain confidentiality.
- Ability to provide objective assessment and consultation to parents and childcare providers.
- Must have an appropriate valid Driver's License and reliable vehicle.
- The ability to speak additional languages 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.

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 #2024-079] and outlining your qualifications and related experience for the position.