



EMPLOYMENT POSTING: **Child Care Provider Support Consultant** (Temporary Maternity Leave)

Founded in 1976, North Shore Community Resources' (NSCR) mission is to enhance well-being, social connections, empowerment, and community participation by designing and delivering programs and services to create a thriving North Shore. To learn more about NSCR, see our [Annual Report](#) and visit our website at www.nscr.ca.

NSCR seeks a **temporary** (fixed-term of 18 months to fill a maternity leave), **full-time** (35 hours/week) **Child Care Provider Support Consultant** for the Child Care Resource and Referral Program (CCRR) to work with potential and current License Not Required (LNR) and licensed family child care providers. The Consultant is the lead staff member responsible for developing strategies to recruit and support family child care providers on the North Shore.

Responsibilities

The Child Care Provider Support Consultant will:

- Monitor registered LNR child care providers for health and safety standards as per the criteria mandated by the Ministry of Education & Child Care (MECC) ensuring that these child care providers remain in compliance with provincial standards
- Assist child care providers in developing and evaluating child care settings
- Develop and maintain files and statistics as required (e.g. documents necessary for the registration and ongoing support of LNR providers)
- Plan, coordinate and facilitate the family child care provider networking group, with monthly meetings and ongoing professional development that can include workshops and courses
- Facilitate CCRR drop-in programs and activities for children, families, and child care providers as required by the program
- Provide information and assistance to clients applying for the provincial ACCB and any other childcare initiatives as required
- Provide assistance with child care referrals as needed
- Support child care providers to access the NSCR's CCRR Program services such as professional development, site visits, newsletters, workshops, library resource materials, community consultations, etc.

- Promote and market the CCRR program in the community by attending meetings, and making presentations to parent and family groups, Early Childhood Educators, community partners, etc.
- Maintain a working knowledge of community services and resource persons and provides this information to child care providers, families, and the community
- Assists with lending library duties and supports clients with borrowing procedures
- Prepare CCRR promotional material and participates in CCRR program promotional efforts including drafting articles for the CCRR Program newsletter, articles for other newsletters, social media, and other promotional efforts
- Represent the CCRR program and NSCR on committees and in the community
- Ability to work evenings and weekends
- Assist with coverage of other CCRR team members as required
- Other duties and tasks as contracts, funding or Program Manager requires

Qualifications, Skills and Experience:

- Valid BC Early Childhood Certificate or degree
- Minimum of 3 years experience in child care centers with some supervisory responsibility
- Excellent communication (written and oral), reporting, record-keeping, and presentation skills.
- Ability to work independently as well as seek assistance/advice/direction as appropriate
- Understanding of and experience with client relationships and professional ethics (Code of Ethics ECEBC)
- Appropriate computer and other technological literacy
- A valid Class 5 British Columbia driver's license and vehicle
- Appropriate Criminal Records & Vulnerable Sector Check
- One or more additional languages will be an asset

Applications:

Please send *electronic* applications (cover letter + resume) to Tunde Getaneh, Manager of Child and Parent Programs: tunde.getaneh@nscr.ca

NSCR values diversity and inclusivity. We encourage all individuals inclusive of any identity to apply. Only those applicants selected for an interview will be contacted. We thank all individuals who have submitted an application for their interest.

Hourly Wage: \$25.00 per hour

Start Date: ASAP

Application Deadline: Until the position is filled