



**INTERNAL / EXTERNAL POSTING: CHILD CARE RESOURCE and REFERRAL (CCRR)
CHILD CARE RESOURCE and REFERRAL (CCRR) CONSULTANT**

Trail FAIR Society has openings to join its Child Care Resource and Referral (CCRR) program covering Trail and Castlegar. We are accepting applications for CCRR Consultants.

WHY JOIN THE FAIR TEAM?

We strive to attract, retain and motivate talented people to attain our vision of strengthening communities by providing customized tools and resources to overcome individual obstacles and family challenges. FAIR offers many opportunities for growth and advancement within the agency. Our total compensation plan includes a benefits package that represents our commitment to employee health and wellness and includes (as applicable per FAIR policy and plan rules):

- paid vacation leave
- paid sick leave (at 100%)
- paid birthday hours off in the month of your birthday
- 12 statutory holidays per year
- compressed work week upon approval
- Municipal Pension Plan
- Extended Health and Welfare benefits

CCRR CONSULTANT

There are ongoing and temporary placements of 20 hours per week each (hours may be negotiable). The hours are typically between Monday and Friday with some flexibility required to accommodate special events or workshops. Remuneration is at FAIR Wage Grid level 11 (\$19.27 - \$22.44 per hour) plus benefits as per FAIR policy. This position reports to the CCRR Coordinator.

JOB SUMMARY

Providing resource and consultation services to parents and child care providers consistent with the Child Care Resource and Referral Program Standards Manual. Maintaining the child care registry and CCRR membership; responding to requests for child care referrals and subsidy assistance to parents, care providers, community service providers and the general public. Providing outreach services, as directed by the Coordinator, to families, Licenced, License-Not-Required and informal care providers. Organizing and maintaining the Early Learning / Toy Lending Library including cleaning and moving equipment, managing the computerized membership, loan and return records. Assisting the CCRR Coordinator to organize and present professional development workshops, training, and networking events as well as program promotion, participation in community events, relevant meetings and advisory committees. Works collaboratively with families, community professionals, provincial and regional child care planning bodies and funders in the promotion of quality child care.



QUALIFICATIONS

Education and Experience:

- Early Childhood Education certificate an asset
- 1 year related experience
- Or equivalent combination of education / training, skills and experience

Assets and Qualities:

- Knowledge of childcare standards and licensing requirements
- Excellent communication skills with young children and adults
- Ability to interact with children in a creative, flexible and caring manner and to effectively model this behaviour for parents and other caregivers.
- Ability to deal with challenging behaviour (in both children and adults) in a calm, warm and respectful manner.
- Experience in caring for children in a variety of daycare environments would be an asset.

Applicants should submit a cover letter and resume to Janet MacNeil, Executive Director, by email at: jmacneil@trailfair.ca. This posting will remain open until filled. Only short-listed applicants will be contacted.

Note: All positions at Trail FAIR are subject to satisfactory clearance results from the *Provincial Ministry of Justice Security Programs Division Criminal Records Review Program*.