



**YMCA of Greater Vancouver**  
Child Care Resource & Referral  
Employment Opportunity

**\*Please note that we are currently experiencing technical difficulties with our recruitment software. Please email your application to [hr@gv.ymca.ca](mailto:hr@gv.ymca.ca) and quote the Position Title in the email subject line\***

**Date Posted:** May 7, 2018

**Position Title:** CCRR Consultant

**Location:** YMCA Child Care Resource & Referral Centers (Burnaby/New Westminister & Tri-Cities)

**Terms:** Permanent, Full-Time: 35 hours per week

**Shift:** Mon-Fri: 9:00AM – 4:30PM (some evening and weekends, as required)

**Salary:** \$40,430 annually

**Start Date:** ASAP

**Reports to:** CCRR Program Supervisor

**Situation:**

The YMCA operates the Child Care Resource and Referral (CCRR) for the communities of New Westminister, Burnaby, Coquitlam, Port Coquitlam, Port Moody, Anmore and Belcarra. The CCRR provides information, support, resources and referral services to families and child care providers in the community. The goal of the CCRR program is to enhance the availability and quality of a range of child care options for families.

The CCRR is funded by the Ministry of Children and Family Development.

**Nature & Scope:**

Under the direction of the CCRR Coordinator, the CCRR Consultant will implement and ensure the delivery of CCRR services in the communities of New Westminister, Burnaby, Coquitlam, Port Coquitlam, Port Moody, Anmore and Belcarra.

**Major Responsibilities:**

- To know, understand and maintain all BC Government CCRR Program Standards
- To know, understand, and maintain all YMCA of Greater Vancouver legal requirements
- To work in collaboration and partnership and maintain positive working relationships with other community agencies and service providers
- To provide strong customer services and support to those individuals and organizations utilizing the services of the CCRR program
- To provide child care information, consultations and referrals to families
- To provide referrals to community programs, services and resources
- To plan and implement outreach activities to child care providers and families
- To provide consultation, networking, training, and resource development to child care providers
- To recruit, register, and conduct home visits of Registered Licence Not Required Family Child Care providers
- To provide administrative support

- To perform other related duties as required and be flexible to a changing work environment
- To work as part of the CCRR team and maintain positive communications with staff
- To maintain regular attendance, punctuality and to be appropriately dressed and well –groomed
- To maintain a neat, orderly, and clean work environment

**Requirements:**

- Early Childhood Educator Certificate required
- Infant/Toddler Educator Special Needs Educator Certificates are an asset
- Additional courses/training related to child growth and development as asset
- 3 years' experience in child care including direct experience working with children
- Current First Aid certificate
- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search issued no later than six (6) months preceding your start date.
- Statement from a medical practitioner indicating adequate physical and psychological capability to work with children and carry out assigned duties
- Administrative experience, background in customer service, computers and general office procedures
- Excellent written and oral communication skills
- Ability to work independently, take initiative and manage time effectively in a fast paced changing environment
- Ability to speak additional languages is an asset
- Personal vehicle required

**Competencies:**

In addition to bringing a commitment to YMCA vision and values, and an orientation to service, the candidate should possess the following competencies:

**Commitment to Organization and Values:** Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, outcomes and values of the YMCA.

**Leadership:** Motivates and inspires self and others to take action to achieve desired outcomes.

**Communication:** Communicates in a thorough, clear and timely manner.

**Creativity and Innovation:** Develops new ways or adapts existing ideas to improve programs and service.

**Team Work:** The ability to work effectively with others to achieve optimal results.

**Product Knowledge:** Thorough understanding of the components required in providing quality care.

**Application Process:** Internal applicants should inform their supervisor prior to application.

**Internal applicants:** Please apply [HERE](#)

**External applicants:** Please apply [HERE](#)

**Application Deadline:** Until Filled

*Due to the high volume of applications received, only short-listed candidates will be contacted after the posting has closed.*

