

**Langley Community Services – Job Posting CFS22-02 CCRR**

- ❖ **Job Title:** Child Care Resource & Referral Worker- Intake
- ❖ **Department:** Child & Family Services– Child Care Resource & Referral
- ❖ **Reports to:** Program Manager
- ❖ **Start date:** As soon as possible
- ❖ **Salary:** Grid Level 11 – \$23.10 -\$26.91 depending on qualifications and experience
- ❖ **Hours:** 35 hours per week
- ❖ **Work Schedule:** Monday 8:30 – 4:30 pm  
Tuesday 8:30 – 4:30 pm  
Thursday 8:30 -4:30 pm  
Friday 8:30-4:30 pm  
Two Wednesdays evenings & Saturdays 8:30 -4:30 pm
- ❖ **Date:** May 4, 2022

**❖ Job Summary**

- Provide intake information, support and training to childcare providers and referral services to parents requiring childcare information throughout the Langley's.

**❖ Key Duties and Responsibilities**

- Adheres to the policies and standards of Langley Community Services Society, as established in policy and program manuals, Health & Safety Guidelines, job descriptions, written memos, and verbal agreements.
- To establish and maintain positive and respectful relationships with childcare providers, parents, and other community agencies.
- To create a welcoming and open program environment for all participants.
- To plan and implement activities for childcare providers and families.
- To maintain confidentiality of all information related to the program, the children, their families, and staff.
- To maintain caregiver files, data entry and other required statistics and reports.
- To provide strong customer service and support those individuals and organizations utilizing the services of the CCRR program.
- To provide information and referrals to community programs, services, and resources.
- To organize parent/caregiver training opportunities.
- To assist in the production and distribution of the bi-monthly newsletter.
- To maintain and develop lending library resources.
- To provide childcare referrals and parent referrals.
- To assist parents accessing affordable childcare benefit.
- To perform other related duties as required and be flexible to a changing work environment.

**❖ Required Education, Experience, Training**

- Early Childhood Educator Certificate or Diploma.
- A Current B.C. ECE Licence
- First Aid certificate, including CPR for adults and children required.
- A minimum of 2 years experience operating or owning in a Family Daycare
- Strong knowledge and awareness of family and parenting issues/needs, age-appropriate programming, and developmental needs of children.
- Additional courses/training related to child growth and development is an asset.
- Knowledge of broader childcare field and community resources is an asset.
- Presentation experience and skills is an asset.
- An equivalent combination of education, training & experience may be considered.

**❖ Required Competencies: Skills, Abilities**

- Excellent interpersonal behaviour and communication skills.
- Excellent organizational, time and general management skills.
- Excellent written and verbal communication skills.
- Ability to understand, appreciate and interact positively with persons from cultures other than their own.
- Ability to work independently and as part of a team.
- Flexibility to work in an often-changing Family Resource Environment to meet program and client needs as identified and directed by Program Supervisor.
- Valid driver's licence and access to a reliable personal vehicle with appropriate business insurance for work purposes.
- Thorough knowledge of childcare, parenting issues and community resources.
- Proficiency in MS Word, Excel, email, and internet use.
- Flexibility to work evenings and weekends required. .

**❖ Additional Information:**

- Criminal Record Check required.
- Union Membership required.
- Proof of COVID -19 double vaccination
- Valid Driver's Licence and use of personal vehicle may be required for work. Mileage is not paid for to and from work site for start and end of shift purposes.
- Flexibility to work within varying Family Resource Environments and Locations.
- Extended Health Plan, Dental, Municipal Pension Plan after 3 months of employment

**TO APPLY:**

Please apply with cover letter and resume **quoting posting number CFS 22-02 CCRR** to:

**Shannon Carmichael – Program Manager**  
**Langley Community Services Society**  
**5339 207<sup>th</sup> Street, Langley, BC V3A 2E6**  
**Fax: 604-534-9884**  
**Email: [scarmichael@lcss.ca](mailto:scarmichael@lcss.ca)**