



**Sooke Family Resource Society**  
**Job Posting 05-24 – Childcare Resource and Referral (CCRR) Consultant**

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We are currently seeking a **full-time Childcare Resource and Referral (CCRR) Consultant** to join our team. All employees of Sooke Family Resource Society are dedicated to serving the community and committed to supporting the society's mission statement.

**Mission statement:** We provide people of all ages and abilities on southern Vancouver Island, with services and resources that encourage them to enhance skills, address challenges and create a path forward.

Job Title: Childcare Resource and Referral Consultant

Date Posted: March 28, 2024

Closing Date: April 11, 2024

Reports To: Manager, Children and Family Services

Wage/Salary: \$27.54-\$31.61 (JJEP Grid 11)

Location: Westshore/Sooke

Shift Schedule: Tuesday-Friday: 8:30am-4:30pm  
Saturday: 8:30am-12:30pm  
Evening shifts, as required.

Hours: 37.5 hours per week

Note: This position requires union membership

To apply, please submit a resume and cover letter by email to [careers@sfrs.ca](mailto:careers@sfrs.ca)

**Job Summary:**

The role of the Childcare Resource and Referral Consultant is to provide resource and consultation services to parents and childcare providers, and to support the implementation of the Childcare Resource and Referral program in the Westshore and Sooke.

**Key Duties and Responsibilities:**

1. Responds to telephone, email, and in-person inquiries from parents and potential or existing childcare providers on issues related to childcare supports and services. Provides resource materials and information on community resources, services, and referral to registered childcare providers.
2. Provides consultation to childcare providers and potential childcare providers in areas such as start-up and operation, MCFD-CCRR registration requirements, licensing requirements, safety standards, and programming. Conducts initial and follow-up registration/health and safety visits for RLNR childcare providers and support visits for Licensed childcare providers.

3. Develops and maintains effective referral and intake process for clients in SFRS services.
4. Supports maintenance of the registry of childcare providers in accordance with established policies and guidelines.
5. Ensures that relationships with registered CCRR clients are maintained through program participation, phone contacts, visits, newsletters, and consultation.
6. Promotes the program and recruits RLNR childcare providers through various mediums.
7. Plans, conducts and/or participates in the delivery of workshops/courses, networking, and educational events for parents and childcare providers (in person and/or virtually) in consultation with the CCRR team and contracted workshop facilitators.
8. Develops and produces written materials in conjunction with other staff. Develops, selects, and acquires resource materials in consultation with the CCRR team.
9. Maintains and promotes program toy and equipment lending library.
10. Supports Sooke Family Resource Society - Family Resource Programs in a collaborative practice model of service.
11. Coordinates the Sooke-Westshore Early Years Table.
12. Maintains related records and statistics and produces reports as required.
13. Shares program feedback with Manager.
14. Participates in team meetings, agency professional development and meeting requirements, and community committees as required.
15. Performs other related duties as required.

**Qualifications:**

*Education & Knowledge:*

- ECE Certificate or 2 years post-secondary in related human/social service field

*Training & Experience*

- Two (2) years recent related experience.