



## **Program Assistant III – Child Care**

### **Requisition ID:**

### **Organization**

Located on the traditional, ancestral and unceded lands of the x<sup>w</sup>məθk<sup>w</sup>əy̓əm (Musqueam), Sk̓wx̓wú7mesh (Squamish), and səliwətaʔ (Tsleil-Waututh) Peoples, Vancouver has a commitment to becoming a City of Reconciliation. Vancouver consistently ranks as one of the world's most liveable cities and is working towards being the greenest city in the world. Named among Canada's Top 100 Employers, BC's Top Employers, and Canada's Greenest Employers, the City of Vancouver seeks colleagues who can help shape and embody our core commitments to sustainability, decolonization, equity, and outstanding quality of life for all residents.

Consider joining our committed team of staff and being part of an innovative, inclusive, and rewarding workplace.

### **Main Purpose and Function**

The Child Care Program Assistant III (PAIII), in assisting the Manager of Child Care Services and Child Care Hub Program Supervisor/Coordinators, is responsible for providing support to children and families. The PAIII is responsible for providing support/assistance with education, access to resources and professional consultation on childcare to, parents, childcare educators, early learning professionals and the broader community. They are actively engaged in the development and implementation of support services to the Britannia Child Care Hub, they build positive relationships with community support services and are strong advocate for children and families in the Grandview Woodlands Community.

The incumbent reports to the Child Care Manager. The role supports the work of the Child Care Manager, Senior Supervisor and Program Coordinator (Senior Leadership team). The main roles and responsibilities are to connect families and educators with community resources; support inclusion with the childcares; plan and organize training and education; coordinate practicum placements; and participate in recruitment, hiring, and orientation. All duties/responsibilities would be individualized based on the supports requested and/or needed by individuals within the senior leadership team.

### **Specific Duties/Responsibilities**

- With direction from the senior leadership team works with family and educators to understand current barriers/needs and provides support and/or connects family to community resource and support options.
- Researches, organizes, and conducts training and education including, workshops, conferences, and events.
- Maintains a working knowledge of the BC Revised Early Learning Framework, childcare services, community services, resource persons and a wide range of childcare issues and initiatives, and dispenses this information for care providers, families, and the community.

- Supports Senior leadership team with inclusion space referrals when requested.
- With direction from the senior leadership team, organizes CC Hub practicum student placements and orientation.
- Liaisons and attends meetings with partners and community.
- Supports the Senior leadership team with recruitment, hiring and onboarding of new employees.
- Assists CC Manager with enhancing peoples and cultures activities and forwarding strategic goals.
- Participates in grant funding applications, implementation, and reporting.
- Production of promotional materials and media posts

## **Minimum Position Requirements**

### **Education and Experience**

- ECE Diploma
- An asset to have Special Needs and Infant Toddler Certifications
- Minimum 2 years' experience working with children and families.
- One year administration experience
- Experience working Indigenous communities and the social non-profit sector is strongly preferred.

### **Required Knowledge, Abilities and Skills**

- Comprehensive knowledge of Early Years programs, services, and challenges
- Considerable knowledge of Grandview Woodlands community resources supports and services.
- Familiarity with Indigenous, immigrant and newcomer communities and communications
- Knowledge of Provincial and Federal Childcare Initiatives
- Knowledge of the methods, materials, techniques, and practices involved in program planning, coordination, and implementation as it relates to the work performed,
- Ability to recommend, plan and coordinate projects, activities, and events within the overall program mandate.
- Ability to provide guidance and information to others on matters related to the childcare, and to monitor and evaluate the initiatives within the job scope.
- Ability to establish and maintain liaison with a variety of individuals, community groups and agencies and to promote the program and its activities.
- Ability to communicate effectively orally and in writing.
- Ability to assist in developing training sessions, workshops, and presentations.
- To operate Microsoft Office applications including WORD, EXCEL, OUTLOOK, and POWERPOINT
- Ability to prepare and maintain a variety of records and reports related to the work.
- Strong time management skills and an ability to manage multiple deadlines at once.
- Able to maintain a flexible work schedule including some evening and weekend work.
- Performs related work as required.

Where operationally appropriate and subject to change, this position allows remote work 2-3 days per week; flexibility of remote days is required.

The City's COVID-19 vaccination policy is currently suspended and as a result, vaccination against COVID-19 is not required at this time. However, should circumstances change and the City deem it necessary to re-introduce such policy, you may be required to provide proof of vaccination against COVID-19 in order to be eligible to continue performing your duties.

**Business Unit/Department:** Britannia Community Services Centre

**Affiliation:** CUPE 15

**Employment Type:** Temporary Full Time (2-year contract)

**Position Start Date:** June 10, 2024

**Position End Date:** June 5, 2026

**Salary Information:** Pay Grade GR-16: \$30.41 to \$35.72

**Application Close:** May 8, 2024

At the City of Vancouver, we are committed to recruiting a diverse workforce that represents the community we so proudly serve. Indigenous peoples, people of colour, 2SLGBTQ+ persons including all genders and persons with disabilities are encouraged to apply. Accommodations will be provided upon request during the selection process. [Learn more about our commitment to diversity and inclusion.](#)