



### **Internal/External Posting**

**Position Title:** Early Years Services Coordinator Cranbrook  
**Hours:** 10 per hours/week  
**Rate of Pay:** As per BCGEU Collective Agreement Grid Level 14 \$33.77  
**Starting Date** February 2025

Community Connections Society of Southeast BC Child & Youth Services is looking for an Individual to coordinate the Early Years Programs in Cranbrook and Kimberley.

**Kimberley Programs:** Supervise programs (Early Years Navigation - Family Drop In - Kimberley CAPC – Kimberley FRP)

**Cranbrook Programs:** Delivers Family Navigation - Supervise Family Drop In

The successful candidate will provide the following duties and responsibilities.

- Leadership/Supervision – Oversees the day-to-day operation of a program; participates in staff recruitment and selection, assigns work, schedules staff, and conducts performance evaluations.
- Promote the philosophy of family centered practice.
- Build a trusting, collaborative partnership with each family as needed.
- Recognize and promote families' readiness, willingness, and ability to participate in accessing services.
- Support families as they take steps to access services including attending meetings, participating on phone calls, and making contacts with the family.
- Work with families individually and/or in small groups to meet the needs of families in relation to early years services; assist families in determining a plan of action to overcome barriers as applicable to the individual family.
- Participate in community resource planning and related work to establish better relationship with service systems; collaborate with other stakeholders to help identify barriers for families.
- Provide referrals and linkages to programs and/or local resources and support the coordination of programs/services (drop-in sessions)
- Develop innovative ways to use and/or link existing early years resources.
- Develop mechanisms for making information about early years services and supports in the community widely available.



- Correlate family needs with available programs and provides leadership and/or assistance to linking families to applicable services.
- Provide and/or facilitate presentations and training to build families’ skills and knowledge to support their family.
- Provide applicable follow-up to families as required; can be through phone contact, written correspondence, office/program visits.
- Ensure program expenses are in line with forecasted budgets.
- Performs related work as required.

**Qualifications:**

- Degree in health, social sciences or other related field Requires 3 years recent related experience including 1 year supervisory.
- A suitable combination of education and related experience will be considered.
- Highly skilled in facilitation, mobilizing, collaboration, and flexibility.
- Expertise, knowledge and experience in engagement, policy development, Early Years systems, volunteer engagement, organizational development, research, adult education/training, fund-raising, grant writing, budgeting, and community development.
- Problem solving, critical thinking and decision-making skills.
- Excellent written and oral communication skills and interpersonal and group facilitation skills.

**Additional Requirements:**

Membership with the BCGEU, clean drivers abstract, Successful criminal record screening.

Deadline for Applications: Dec 31, 2024

Submit to: Community Connections Society

Attention: Verena Tarves [earlyyears@ccssebc.com](mailto:earlyyears@ccssebc.com)