



**Internal/External Job Posting**

**Position Title:** Bellies to Babies Program Coordinator  
**Hours:** Part time – 4 hours/week  
**Starting Date:** August 5<sup>th</sup>, 2025  
**Salary:** as per BCGEU Grid 12, step 1 \$29.17 per hour

Community Connections Society of Southeast BC is looking for a keen and motivated individual to take on the role of **Bellies to Babies Program Coordinator**. This role will coordinate the Bellies to Babies program and lead administrative aspect of the program. The coordinator will work with Interior Health Nurse and CCS Outreach staff.

**The Successful Candidate:**

- Provides client teaching, utilizing available educational resources to support health promotion activities for the client/family/significant others/community
- Works with clients on an outreach, group, and drop in basis
- Consults with Nurse and Outreach staff in program delivery to effectively meet client's needs and program development
- Completes program documentation as required
- Prepares requisitions for using/disposing of supplies, and or repairing equipment.
- Utilizes safety procedures (W.H.M.I.S., Fire and Universal Precautions) to provide a safe environment for clients and staff.
- Manages program budget in collaborations with Finance Manager
- Seeks and applies for program funding and has a vision for growth
- Reports to funders
- Participates in reflective practice meetings and engages in supervision
- Attends quarterly coordinator meetings
- Communicates with Facilities Manager for building maintenance.

**Qualifications:**

- One year's recent, related perinatal experience or an equivalent combination of training, education and experience
- Human Service Worker Certificate or an equivalent combination of education, training, and experience

**Additional Requirements:**

- Ability to work independently

**209A 16<sup>th</sup> Avenue North, Cranbrook, B.C. V1C 5S8**  
**Phone: 250.426.2976 Ext. 3 Fax: 250.426.2978**  
**Email: [officemanager@ccssebc.com](mailto:officemanager@ccssebc.com)**



## Community Connections

Community Connections Society of Southeast BC

*"Linking People, Communities and Services"*

- Ability to understand and maintain effective verbal and written communication skills
- Ability to deal with others effectively
- Ability to organize and prioritize work within limited hours
- Ability to assess, plan, implement, teach and evaluate client care
- Ability to assist clients with crisis situations effectively
- Ability to work with individuals and facilitate client groups
- Physical ability to perform the duties of the position

### **Additional Requirements:**

- Successful criminal record screening
- Food Safe Certification and First Aid Certification (can be obtained post-hire)
- Membership with BCGEU
- Must have reliable transportation

### **Deadline for Applications: open until filled**

**Submit to:** Community Connections Society  
Attention: Tesha Nee, Operations Manager  
209A 16th Avenue North  
Cranbrook, B.C. V1C 5S8  
Phone: (250) 426-2976  
Email: [officemanager@ccssebc.com](mailto:officemanager@ccssebc.com)

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