



## INTERNAL/EXTERNAL POSTING

### **Child Care Manager - Inclusion, Resources & Systems**

With respect, Alex House operates on the stolen land of the Coast Salish Nations, the Semiahma (Semiahmoo), q̓ič̓əy̓ (Katzie), and q'w̓a:n̓ł'ən̓ (Kwantlen) Nations  
Welcome Bienvenue Chào mừng Quý Vị ਜਆਇਆ ਨੂ Bienvenidos 환영합니다

Alex House is looking for a caring, passionate, creative and flexible individual to join our dynamic Child Care team as a **Child Care Manager – Inclusion, Resources & Systems (CCM-IRS)**. Our team is collaborative and inspired by the Reggio Emilia approach to learning alongside the First Peoples Principles of Learning and the BC Early Learning Framework. At Alex House, we look at coupling the principles from these approaches to learn through the delight in children, understand the value of play, their vision, knowledge, skills and have a strong commitment to families. As a member of the Association of Neighbourhood Houses of BC (ANHBC) we are an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Our total compensation and benefits package reflect our commitment to our staff and their family.

#### **Purpose and Responsibilities:**

Working collaboratively and under the general direction of the Director, Child Care and in collaboration with the Child Care Managers, Coordinators and frontline educators, the **Child Care Manager – Inclusion, Resources & Systems (CCM-IRS)** takes a key role in leading child care teams at all Alex House child care locations. The CCM-IRS will liaise with and build strong connections with, the child care staff team, child care families, and other community partners such as Supported Child-Development, Fraser Health Child Care Licensing, City of Surrey, Surrey Schools, and other community partners. This person will oversee the inclusion and integration of children with diverse needs into the child care program while ensuring the smooth and efficient operations of the day-to-day activities of the centres. This role involves supporting and managing staff, creating inclusive experiences, and fostering a safe, supportive and welcoming environment for all children regardless of their background or abilities.

#### **Qualifications Required:**

- Desirable - undergraduate degree in relevant discipline (eg. Early childhood development, special education, counselling, social work, child and youth care, child and family studies, etc.) or equivalent education and experience
- Broad extensive knowledge/skills in: child development, inclusive education practices, early childhood education, staff development and training, parent education and life skills, program development, delivery and evaluation, intake and assessment, screening, risk assessment, life skills, group facilitation, and planning

- At least 5 years' experience working with families/children that face multiple challenges in parenting and family life.
- At least 5 years supervisory and administration experience in a child care setting
- Demonstrated knowledge of the BC Child Care Licensing Regulations
- Ability to develop individualized care/safety plans with child care team, families and other community service providers
- Ability to mentor and guide frontline educators to implement inclusion strategies noted in the care and safety plans
- Experience working with other service providers in an integrated service model, or ability to work within such a model, and ability to form strong working partnerships
- Demonstrated goal setting, critical thinking, problem solving and organizational skills
- Demonstrated ability to comply with policies and procedures regarding privacy, confidentiality, record keeping, and reporting
- Broad knowledge of community resources available for children, youth and families, best practices for provision of family services and applicable legislation pertaining to the care of children and youth.
- First Aid certificate (Level 1 Occupational First Aid)
- Class IV driver's license (or willingness to obtain)
- Use of personal vehicle, including some client transportation (AH mileage paid), business use insurance required
- Clean Criminal record check
- Desired but not required-Certification in specific area such as parent education, life skills coaching, etc.

**Terms – Permanent Full-Time Childcare Coordinator position (40 hours/week)**

**Salary:** -\$29.64-\$36.42 (plus \$6 WE with ECE License to practice) the salary grid is PC9

**Start Date:** As soon as possible

**How to apply:** send resume to Stefani Chandler, Director, Child Care at [schandler@alexhouse.net](mailto:schandler@alexhouse.net)

**Deadline:** Monday March 31, 2025 (until position filled)

As a member of the Association of Neighbourhood Houses of BC (ANHBC) we are an equal opportunity employer. Our work is centred on inclusion and equity, to build social connection and to break down discrimination through community building. We strongly encourage application from people who identify as Black, Indigenous, and People of Colour (BIPOC), individuals with disabilities, and members of the LGBTQIA2S+ communities.