

BGC South Vancouver Island's (BGCSVI) mission is to provide safe, supportive places where children, youth and families experience opportunity, overcome barriers, develop skills, positive relationships and confidence for successfully leading their lives and communities. We provide social, recreational and developmental services to children, youth and their families that support all aspects of our Mission.

The Agency supports practice through a trauma-informed lens, placing a priority on participant safety, choice, and self-determination. Our programs are approved by the Commission on Accreditation of Rehabilitation Facilities (CARF).

At BGC South Vancouver Island, we believe *"Opportunity Changes Everything!"*

Position Summary

The Professional Practice Coordinator (PPC) is responsible for the safe and effective provision of Licensed Group Childcare (school age) & ECE (preschool), programming and service delivery, including planning, implementation, risk management and supervision of staff and volunteers. Foundational to this role is coaching and guiding staff in their professional practice and delivering outcomes-based programming through a trauma informed lens, placing priority on participant safety, empowerment and skill development. As a key leader in the Agency, the PPC demonstrates the active pursuit of intentional practice with a relentless focus on outcomes and results. The PPC leads by example adopting the Agency's Core Values and Code of Ethics to guide decision-making and professional behaviour.

Position Details

Wage: \$30/hour + \$4/hour ECEWE subsidy with ECE certificate

Status: Full time, permanent

Hours: 35 hours per week; 5 days per week

Shift: Monday to Friday, scheduled shifts based on program needs between 7am-9pm

Benefits: Extended Health coverage including dental, prescriptions, optical, life insurance, critical illness, long-term disability

Opportunities: Professional development, supportive work/life balance, training and development, career opportunities and advancement

Key Duties and Responsibilities

- Oversees multiple Licensed School Age and Preschool programs within Greater Victoria community
- Works in-program as an active team member, role modelling and supporting quality program delivery and best practices
- Implements Early Learning Framework
- Maintains and oversees the Community Care facility license(s) and ensures compliance with Child Care licensing regulations
- Applies behavioral management strategies that are specific to a child's cognitive, developmental, temperament and life experiences
- Develops staff teams to utilize Positive Behaviour Support strategies that focus on prevention and intervention

- Supports staff team to build effective staff/participant relationships that supports a safe and inclusive environment
- Provides Clinical Supervision and support to direct reports with a view to develop competencies
- Actively monitors staff progress, gives timely feedback on performance and provides support as needed
- Models behaviours expected of all staff, inspiring professionalism and intentional work practices
- Completes Work Plans, Performance Reviews and Training Plans for direct reports
- Reviews new participant referrals/registration, screens for program eligibility and other information needed for program acceptance decision-making
- Reviews and audits Care Plans and Service Delivery Plans to ensure compliance to standards; guides and mentors staff to achieve compliance to standards

Desired Qualifications

- Undergraduate Degree in Recreation, Education, Child and Youth Care, Early Childhood Education, and/or Social Work,
- Minimum 5 years experience in a formal leadership role in a related field
- Extensive knowledge of and experience working in a childcare licensed (Preschool and/or School Age) program environment
- Demonstrated knowledge of Early Childhood Development and the Early Learning Framework
- Extensive experience with Community Care Licensing
- Cultural humility training
- Positive Behaviour Support training
- Extensive experience providing trauma informed clinical supervision support
- Effective verbal, written and presentation/group facilitation skills
- Clean Criminal Record Check
- Class 4 Driver's License
- Reliable transportation
- Proof of double COVID Vaccination

Assets

- Valid Early Childhood Educator Certificate approved by the British Columbia ECE registry
- Mental Health First Aid certification
- Behavioural Intervention training
- Motivational Interviewing
- Knowledge of mental health

To Apply

- **Please submit your resume and cover letter to employment@bgcsvi.org indicating which position you are applying for in your email subject line** and clearly demonstrating how your experience and qualifications relate to this position
- In the first line of your cover letter, please use our tag line **“Opportunity Changes Everything”**
- In alignment with our mission, we strive to create safe, supportive places and welcome all to apply.

Important Note Regarding COVID-19

- This is a front-line position working in direct contact with youth, and it is considered safe according to governmental guidelines for pandemic outbreaks.
- As an organization we are taking the necessary precautions and adhering to all Provincial Health Services Authority (PHSA) recommendations on sanitization and social distancing in close proximity.
- This position requires double COVID-19 vaccination
- Please do not apply if you are at risk with underlying health concerns or have your own personal concerns regarding social distancing that go beyond the PHSA’s recommendations as we cannot accommodate while adhering to governmental directives

Interested by the opportunity but not sure how to make it fit? Start the conversation and let’s discuss options! Please feel free to reach out with inquiries or for more information via employment@bgcsvi.org

In alignment with our 5 Core Values, BGC South Vancouver Island is proud to be an equal opportunity employer, welcoming diversity and inclusivity in all practices within the organization.

BGC South Vancouver Island acknowledges the Lkwungen, WSÁNEĆ, T’Sou-ke, MÁlexeł and Scia’new people, whose traditional territories we live and work upon each day