



# Trenton Military Family Resource Centre (MFRC) Internal and External Job Posting

**POSITION:** Specialized Childcare Navigator  
**TYPE OF EMPLOYMENT:** 1.0 FTE Unionized  
**RESPONSIBLE TO:** Specialized Childcare Services Supervisor

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## Our Mission

Connecting and empowering our military community.

## Our Vision

Where our military community feels welcome and supported.

## General Position Overview

The Specialized Childcare Navigator will require a thorough understanding of the unique and demanding lifestyle experienced by military and veteran families and how these challenges affect child development and parenting. They are responsible to provide quality childcare in accordance with provincial regulations

**Hours of Work:** Hours of work are full-time, 37.5 hours per week based on the needs of the Trenton MFRC and may include evening/weekends.

**Start Date:** To be discussed.

## Qualifications

### The Specialized Childcare Navigator will:

- Have successfully completed a diploma or degree program approved by the College of Early Childhood Educators or equivalent in a related field,
- Be registered and in good standing with the College of Early Childhood Educators,
- Have a minimum of two (2) years' experience providing direct quality care for children under the age of 12, including those with exceptional needs,
- Have completed the training for administering the Ages and Stages Questionnaires, ASQ-3 and ASQ:SE-2,
- Have experience developing and implementing new programs and initiatives,
- Have the proven ability to provide individual client support to military and veteran families regarding the impact of the challenges of military family life on child development,
- Have experience delivering stakeholder information presentations,
- Have the ability to collect and interpret data utilizing various statistical collection databases,
- Demonstrate outstanding interpersonal skills, and a high level of compassion and empathy,
- Possess a team mentality with the ability to lead, foster, support and build collaborative teams,
- Display strong advocacy skills and the ability to work towards an inclusive and supportive environment,
- Have excellent written and verbal communication skills in English, written and verbal fluency in French would be considered an asset,
- Be proficient in various computer applications, and can adapt to new applications as they become available,
- Hold a valid Standard First Aid/CPR Certificate,
- Provide a clear Vulnerable Sector Check and Criminal Reference Check.

If interested and qualified, please submit your resume to Nicky Legacy at [nicky.l@trentonmfr.ca](mailto:nicky.l@trentonmfr.ca) no later than November 8<sup>th</sup>, 2024

Posted: October 17<sup>th</sup>, 2024

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