



## JOB POSTING

**Are you seeking rewarding work? Do you want to add value to your community?**

**CDRCP is currently seeking a visionary thinker that is positive and self-motivated.**

**Come join our team of passionate difference makers!**

### **ABOUT THE ROLE:**

#### **COMMUNITY INFORMATION RESOURCE SPECIALIST**

**Job type:** Full-Time, Permanent

**Work Hours/ Week:** 35 hours per week (Monday – Friday occasional evenings and weekends, hybrid work model)

**Available:** Immediately

**Reports to:** Supervisor, InfoPeel and Service Pathways

As part of the InfoPeel team, the Specialist will support clients requiring assistance or information related to early years, childcare, children and youth with special needs and respite supports.

### **WHAT THIS POSITION HAS TO OFFER:**

The successful candidate will have the opportunity to make an impact and gain unique work experience by:

- supporting families and youth with special needs in setting and reaching individual goals
- completing intakes to variety of community programs to ensure families are supported appropriately
- transfer files through centralized database to partner agencies
- working on a variety of databases that promote information and resources to families and the community at large
- providing the community with any information or resources they may require to meet their needs
- maintaining positive relationships with new and existing partner agencies
- planning, organizing and facilitating workshops and community outreach opportunities
- creating and implementing new innovative projects that support community partnerships
- being exposed to diversity in working across a variety of programs within the InfoPeel department's portfolio including but not limited to; System Navigation, Childcare information, Kids Pathways Peel, Service Coordination, SNIP, Community Services and Respite Services
- participating in ongoing professional development and education through workshops and information sessions
- working towards and obtaining CIRS certification.

CDRCP offers competitive benefits to qualifying positions, learning opportunities and a chance to work on a team of dedicated professionals.

## WHAT WE'RE LOOKING FOR:

The successful candidate will:

- possess a degree or diploma in Early Childhood Education. Being registered with the College of Early Childhood Educators (in good standing) is an asset
- 3 years of related work experience in two or more areas including preschool, school age, licensed home child care and/or early years services is an asset
- be strongly versed on special needs and developmental services within the Peel Region
- be capable of working with a variety of databases i.e. client and information based
- be a visionary thinker and demonstrate innovative practices
- possess knowledge of Information and Referral Services (I&R) and AIRS Standards (an asset)
- be committed to successful completion of CIRS Certification Exam within 2 years of employment
- be efficient at utilizing social media tools
- have the ability to facilitate workshops and presentations
- be knowledgeable and experienced working with persons with special needs
- have a strong IT skill set and the ability to keep up to date and effectively meet current technology needs
- produce a valid Criminal Reference Check
- possess a valid Driver's License, a safe driving record and access to independent transportation
- be fluent in French or a second language (an asset)
- be professional and positive
- demonstrate strong judgement
- be reliable and flexible.

## HOW TO APPLY:

Please send your resume and cover letter to [hemantika@cdrpc.com](mailto:hemantika@cdrpc.com) using the subject line "CIRS Applicant". Applicants that are selected to move forward in the application process will be contacted by email.

To learn more about CDRCP please visit [www.cdrpc.com](http://www.cdrpc.com).

CDRCP is committed to ensuring that employment decisions are made equitably, and that employment barriers are eliminated in accordance with the Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Employment decisions are made based on experience, skills, attributes and qualifications. Candidates that require accommodation during the application process are encouraged to contact the Hiring Manager at CDRCP.