



The Borden Family Resource Centre is a not for profit, registered charity which provides a range of community-based services, resources and supports to the military and veteran family community posted to CFB Borden.

Child Care Navigator

Full-time position

37.5 hours/week

\$34.69/hr

The Child Care Navigator assists families in identifying, accessing, and securing high-quality, affordable early learning programs that meet their unique needs through direct advocacy, registry support, and subsidy guidance. In this role, you will serve as the primary bridge between families seeking early learning programs and available child care resources.

Qualified applicants possess the following:

Completed Post Secondary studies (minimum 2-year program) in Early Childhood Education (ECE), Social Work, Child and Youth Care, Human Services, or a related field.

Competencies

Ability to communicate effectively in both French and English;
Understanding and sensitivity to the unique needs of the military lifestyle;
Excellent organizational, interpersonal and communication skills;
Excellent judgement, initiative and leadership skills;
Understanding of Ontario child care licensing regulations, subsidy frameworks, and community resources;
Ability to deal tactfully, courteously and effectively with staff and the public;
Ability to work well independently and in a collaborative team environment;
Demonstrated knowledge and experience in developing and facilitating support groups and workshops;
Experience in establishing, sustaining and fostering a network of community contacts and partnerships;
Demonstrated experience with program planning;
Ability to work with minimum supervision;
Proficiency in Microsoft Office; Internet, MS Teams, and Zoom;
Experience in public speaking;
Awareness of relevant legislated Acts;
Valid Standard First Aid and CPR certificates;
Prepared to work flexible hours.

Asset

Working knowledge of the Child Care and Early Years Act (CCEYA), 2014

Applicants are invited to forward their cover letter and resume by October 23, 2026 at 4:30pm by email to BFRC-CFRB_HR@forces.gc.ca - Selection Committee – Child Care Navigator

A criminal record check and vulnerable sector screening will also be required as a condition of employment for this position.

The Borden Family Resource Centre is committed to improving access and opportunities for individuals with disabilities in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accommodations are available on request for candidates taking part in all aspects of the selection process.

The Borden Family Resource Centre does not use Artificial Intelligence for the screening of applicants.

The Borden Family Resource Centre wishes to thank all applicants. Only those applicants offered an interview will be contacted.