



# Northwest Child Development Centre

*Working together with families, collaborating with communities, strengthening the region*

**Position: Early Years Family Resource Navigator**

**Permanent Position: 32 hours/week**

**Communities Served: Bulkley Valley, Houston, and Hazelton**

**Start Date: As soon as possible.**

**JOB SUMMARY:**

The Early Years Family Resource Navigator is as a member of the family-centered multidisciplinary team to provide prevention focused family support, practical information and assistance to all children and families choosing to attend the barrier free, universally accessed drop-in programs and services within the communities of the Bulkley Valley and the Hazeltons. The Early Years Family Resource Navigator will also ensure the promotion of the importance of early childhood development through the delivery of direct services in the communities which will include the referral and intake process to early intervention programs. The Early Years Family Resource Navigator will also supervise community based Early Years Play Group Facilitators. This position's responsibilities also include program planning, report writing, and statistical data collection. Regular outreach travel within the communities is required for this position.

**QUALIFICATIONS & REQUIREMENTS:**

- Undergraduate Degree in related fields of Early Childhood Education, Social Work, Psychology, Child & Youth Care, Education, Nursing.
- Minimum three years' experience working within child and/or family services.
- Minimum three years' experience working in the field of early childhood development.
- Minimum three years' experience working with families in a family centered approach.
- Knowledge of appropriate community programs and services for young children and their families.
- Knowledge and experience working within Indigenous Communities.
- Knowledge and experience working within Multicultural Communities.
- Experience and skills in program development and management as well as staff supervision.
- Self-motivated, well-organized, flexible, creative, ability to work effectively in a team environment.
- Criminal Record Check Clearance - required.
- COVID 19 Full Vaccinated – required.

**Apply to:**  
**Executive Director**  
**E-mail: [hr@nwcdc.ca](mailto:hr@nwcdc.ca)**

**\*Please note only qualified applicants will be contacted.**