



Northwest Child Development Centre

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

Family Services Coordinator for Vanderhoof Office Nechako Lakes Early Intervention Program

This is a permanent, part-time (16 hrs/week) position for the Vanderhoof Office.
Start Date: May 1, 2023

Job Summary:

The Family Services Coordinator works as a member of a family-centered interdisciplinary team providing comprehensive services for young children with support needs and their families. The Family Services Coordinator completes intake into CDC services, as well as provides education, support and service coordination for families. This position is located at the NWCDC's community-based office in Vanderhoof or in the community-based office in Fort St. James, and covers communities from Fraser Lake to Fort St. James.

Qualifications:

- Degree or relevant training in Social Work, Early Childhood Education, Counselling, or related field.
- Sound knowledge of child development from birth to 6 years and experience working with children with support needs and their families.
- Knowledge of best practices, prevention and intervention services, skills and abilities to provide support groups including parent to parent, community education and knowledge of current community services.
- Knowledge and experience working within Multicultural Communities.
- Knowledge and experience working within Indigenous Communities.
- Knowledge of appropriate community, regional and provincial resources for young children with special needs and their families.
- Effective communication and interpersonal skills
- Experience in working with families in a family centered approach and with a team of service providers.
- Group facilitation and organization skills.
- Full Vaccination for COVID-19 required.

**Apply to Kerri Bassett, Executive Director
by March 24, 2023:
hr@nwcdc.ca**

Regional Office- Smithers: 1471 Columbia Drive, P.O. Box 995, Smithers, B.C., V0J 2N0 Phone: (250) 847-4122 Fax (778) 648-2032 Toll-Free 1-855-947-4122

Burns Lake Location: 270 9th Ave, PO Box 1146, Burns Lake, B.C., V0J 1E0 Phone: (250) 692-4201 Fax (778) 648-2032

Hazelton Location: 2725 Hwy 62, Hazelton, B.C., V0J 1Y1 Phone: (250) 842-5044 Fax (778) 648-2032

Vanderhoof Location: 1393 Hwy 16E, PO Box 1679, Vanderhoof, B.C., V0J 3A0 Phone: (250) 567-2911 Fax (778) 648-2032

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