



Northwest Child Development Centre

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

Child Care Resource & Referral Program Family Resource Consultant
Terrace, British Columbia

Full time / permanent position (35 hours per week)

Compensation: \$24.61 – \$29.93 per hour

Start date: April 1, 2024

Open until filled.

Job Summary:

The Family Resource Consultant will maintain the family resource services including the Community Resource Lending Library, referral registry for accessible and quality childcare services, providing supportive information for families in choosing and monitoring their childcare services, as well as assisting families with the process of the Affordable Childcare Benefit. This position will also provide program support including drop-in programs, administration as well as assisting in the planning and implementation of CCRR service delivery and community development. This position will provide support in the Terrace, Kitimat and Nass Valley area.

Qualifications:

- Early Childhood Education Certificate or Diploma – Preferred.
- Valid Certificate to Practice with the B.C. Early Childhood Educator Registry (if ECE certified)
- Clear criminal record check
- Full driver's license and reliable vehicle.
- COVID-19 Full vaccination required.

Experience:

- Knowledge and experience working in Indigenous Communities.
- 2-5 years of experience working with families in a variety of capacities.
- Ability to work with young children in a drop in program setting.
- Self-motivated, well organized, and flexible.
- Computer skills (Excel, Publisher, internet, databases).
- Knowledge of B.C.'s childcare system and the needs of children, families, and care providers.
- Knowledge of community and provincial resources in the field of childcare.

NWCDC thanks all interested applicants, only those chosen for an interview will be contacted. Do you require accommodation during the recruitment process? Please let us know. NWCDC is committed to diversity and inclusion throughout the recruitment and employment process.

Please apply by email, with resume and cover letter to:
Kerri Bassett, Executive Director at 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

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