



Northwest Child Development Centre

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

Child Care Resource & Referral Program Resource Educator

Terrace, British Columbia

Full time / permanent position (35 hours per week)

Compensation: \$29.90 – \$36.38 per hour

Start date: April 1, 2024

Open until filled.

Job Summary:

The CCRR Resource Educator works collaboratively with program staff in the delivery of support services that pertain to accessible, quality childcare services. The CCRR Resource Educator supports parents/families in accessing information on B.C.'s Affordable Childcare Benefit. CCRR Resource Educator assists with the referral registry and provides information and literature that supports parents/families in choosing and monitoring childcare services. The CCRR Resource Educator will deliver childcare training and workshops to childcare providers as well as provide interactive support visits to child care settings. This position will provide program services in the Terrace, Kitimat and Nass Valley area.

Qualifications:

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

Experience:

- Experience and ability in facilitating workshops.
- 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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