



# Northwest Child Development Centre

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

## **Child Care Referral and Resource Program – Community Resource Consultant**

**Burns Lake, BC**

**Part time, Permanent position (20 hours per week)**

**Compensation: \$29.20-36.38**

**Start date: ASAP.**

**Open until filled.**

### **Job Summary:**

The “CCRR Community Resource Consultant” will provide outreach visits to childcare facilities, direct support and resources for communities served with Smithers and Area CCRR. This position will involve the coordination of recruitment and retention of childcare providers in the Licensed sector). To work collaboratively with program staff in the delivery of family support services that pertain to accessible, quality childcare services. Participate in or establish community-based drop-in programs. Assist with the referral registry and provide information and literature that supports families in choosing and monitoring childcare services.

### **Qualifications:**

- Early Childhood Educator Certificate or Diploma required.
- Valid Certificate to Practice with the BC Early Childhood Educator Registry.
- Valid Drivers License and reliable vehicle
- Criminal Record Check
- Proof of COVID 19 Vaccination.

### **Skills:**

- 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
- Knowledge and experience working with families
- Self-Motivated, well-organized, flexible and creative ability
- Able to work effectively in a team environment
- Effective communication and strong interpersonal skills
- Computer skills (word processing, Excel, Publisher, Internet)
- Experience and ability in facilitating workshops

**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](mailto: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 9<sup>th</sup> 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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