



Northwest Child Development Centre

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

Child Care Resource & Referral Program – Family Resource Consultant

Smithers, British Columbia

Full Time / Permanent Position (35 hours per week)

Compensation: \$25.47 - \$30.97 per hour.

Start Date: ASAP

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 supporting 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 and assist in the planning and implementation of the CCRR service delivery and community development.

Qualifications:

- Early Childhood Education certificate or Diploma – Preferred, but not required
- Valid Certificate to Practice with the B.C. Early Childhood Educator Registry (if ECE certified)
- Clear Criminal Record check
- Self-motivated, well organized and flexible

Experience:

- Knowledge and experience working in Indigenous Communities; or clear ability to articulate respectful relationships with other cultures and willingness to commit to reconciliatory relationship development within Indigenous Communities
- 2-5 years of experience in working with families in a variety of capacities
- Knowledge and experience using computers (excel, publisher, internet, databases, Canva)
- Knowledge of BC'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 any accommodation during the recruitment process? Please let us know! NWCDC is committed to diversity, equity 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