



# Northwest Child Development Centre

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

**The Northwest Child Development Centre  
Requires a “CCRR Community Resource Consultant” for the  
Smithers and Area Child Care Resource and Referral Program**

**Location: Smithers and Area  
Compensation: \$30.94 - \$37.65  
*Open until filled.***

This is a permanent full-time position 35 hours a week to start as soon as possible. Wage is negotiable depending upon qualifications and experience. Northern relocation funds are available for the successful candidate to relocate to Smithers only.

**Job Summary:**

The “CCRR Community Resource Consultant” will provide CCRR program services in the community of Smithers with outreach travel to the communities in the Hazelton’s. This position includes assisting families with the Affordable Child Care benefit and childcare referrals. This position will provide program support including assisting in a community resource lending library, attending community information events, administration and assisting in the planning and implementation of CCRR service delivery and community development through the facilitation of drop-in programs, workshops, training venues and interactive visits to childcare centres.

- Early Childhood Education Certificate or Diploma required.
- Valid Certificate with the B.C. Early Childhood Educator Registry.
- 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.
- Knowledge and experience working within Indigenous communities.
- Strong knowledge of the child care system and needs of families.
- Self-Motivated, well-organized, flexible.
- Able to work effectively in a team environment.
- Effective communication skills, strong interpersonal skills.
- Computer skills (databases, Excel, Canva, internet).
- Experience in facilitating workshops is preferred.
- Valid driver’s license and reliable vehicle required.
- Criminal Record Check clearance – verification.

**Please note only qualified applicants will be contacted.**

Join our team!  
Apply by resume to:  
Attention: Executive Director  
Northwest Child Development Centre  
E-mail: [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:** 2520 Hwy 62, Hazelton, B.C., V0J 1Y1 Phone: (250) 842-5044 Fax (778) 648-2032

**Vanderhoof Location:** 183 Columbia Street E, PO Box 1679, Vanderhoof, B.C., V0J 3A0 Phone: (250) 567-2911 Fax (778) 648-2032

[www.nwcdc.ca](http://www.nwcdc.ca)

