



# Northwest Child Development Centre

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

**Family Services Coordinator**  
**Lakes District Early Intervention Program**  
**Location: Burns Lake, British Columbia**  
**Temporary (one year), part-time (7 hrs/week)**  
**Compensation: \$38.50 - \$46.85**  
**Start Date: As soon as possible**

## **Job Summary:**

The Family Services Coordinator works as a member of a family-centered interdisciplinary team providing comprehensive services for young children with support needs and their families. The Family Services Coordinator completes intake into CDC services, as well as provides education, support and service coordination for families. This position is located at the NWCDC's community-based office in Burns Lake and provides outreach to communities from South Side to Tachet.

## **Qualifications:**

- Degree or relevant training in Social Work, Early Childhood Education, Counselling, or related field.
- Sound knowledge of child development from birth to 6 years and experience working with children with support needs and their families.
- Knowledge of best practices, prevention and intervention services.
- Knowledge and experience working with Indigenous Communities.
- Knowledge of appropriate community, regional and provincial resources for young children with support needs and their families.
- Experience working with families in a family-centered approach and with a team of service providers.
- Effective communication and interpersonal skills.
- Self-motivated, well-organized and flexible.
- Group facilitation and organization skills to provide parent support groups and community education.
- Computer skills (word processing, database record keeping).
- Valid Drivers' License.

**Open until filled**

**Apply to:**

**Kerri Bassett, Executive Director**

[hr@nwcdc.ca](mailto:hr@nwcdc.ca)

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**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

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