



Northwest Child Development Centre

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

Child Care Referral and Resource Program – Community Resource Consultant

Dease Lake, British Columbia

Full Time (35 hours per week)

Compensation: \$30.94 - \$37.65

Start date: ASAP.

Open until filled.

This is a permanent position with up to 35 hours a week to start as soon as possible. Northern relocation funds are available for the successful candidate to relocate to Dease Lake only.

Job Summary:

The “CCRR Community Consultant” will provide CCRR program services in the community of Dease Lake, and with travel required to Stewart, Iskut, Telegraph Creek, Atlin and Lower Post. This includes childcare referrals, as well as assisting families with the Affordable Child Care benefit. This position will also provide program support including resource lending library, administration, community information events, assisting in the planning and implementation of CCRR service delivery and community development through the facilitation of drop-in programs, workshops and training venues.

Qualifications:

- Early Childhood Educator Certificate or Diploma preferred.
- Valid Certificate to Practice with the BC Early Childhood Educator Registry.
- Valid Driver’s License and reliable vehicle
- Criminal Record Check

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

NWDC 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. NWDC 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: 2520 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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