



# 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: July 7, 2025**

**Open until filled.**

### **Job Summary:**

The CCRR Family Resource Consultant will maintain the family resource services including the Community Resource Lending Library, referral registry for accessible and quality childcare services, providing supportive 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 offering programs and professional development for families and administration as well as assisting in the planning and implementation of CCRR service delivery and community development. This position will provide support in the Smithers and Houston area.

### **Qualifications:**

- Completion of High School / GED equivalent.
- Combination of training /experience working with families in a variety of capacities.
- Basic office administration training and or experience.
- Relevant training in the early years would be an asset.
- Clear criminal record check.
- Full driver's license and reliable vehicle.

### **Experience:**

- Knowledge and experience working in Indigenous Communities.
- Some knowledge of child development would be an asset.
- Knowledge of the childcare system and the needs of families.
- Strong interpersonal, communication and organization skills.
- Self-motivated and flexible.
- Computer skills (Excel, Canva, internet, databases).
- 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 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@nwcddc.ca](mailto:hr@nwcddc.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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