



Child Care Resource & Referral Worker Part-Time

Port Hardy and North Island
Port Hardy

Wednesday March 11, 2026

\$26 - \$30/ hour (\$27.54-\$31.61)

Company: PacificCARE Family Enrichment Society

Website: <https://pacificcare.ca/our-services/port-hardy>

Industry: Social Services

How to apply:

Email your cover letter and resume to holly@pacific-care.bc.ca

Attachment: [Child Care Resource.pdf](#)

Expiry Date:

Wednesday, March 25, 2026

Details:

This position is open to all qualified individuals and this position requires union membership. PacificCARE is an equal opportunity employer. This position is diverse in that it includes providing resources and consultation services to parents and child care providers, recruitment, support and training opportunities for all types of child care providers. The Child care Consultant recruits, trains, supports and implements standards for the Registered License Not Required child care provider. This position includes working with a referral data base and attending community Early Years meetings and events as well as PacificCARE meetings and team training. The successful candidate is responsible for preparing anecdotal reports, statistical information and accounting for expenditures in a timely fashion and managing a resource library. The position requires working collaboratively with colleagues, community partners and child care providers to ensure smooth operations of PacificCARE Child Care Resource and Referral program services. Ideal candidate will provide CCRR services in the respective communities. This position requires someone who understands the current changes and opportunities in early childhood education and development in British Columbia. Employee may be required to use their automobile in the performance of their duties

Details/Responsibilities:

- Support the early year's sector through offering professional development, network and guidance around all things child care.
- Connect with families with young children to support them in finding and learning about the different types of child care in BC and the government programs that

make child care affordable. • Travelling for work throughout the region and annually to Nanaimo. Other: • 20 hours per week with opportunity for more hours for backfill as needed. • Paid travel \$0.61/km. • Meal reimbursements for overnight travel.

Qualifications & Experience:

Qualifications: • Early Childhood Education certificate or equivalent, two years recent related experience. • Valid BC Driver's License. • Clear Criminal Record Check. • Reliable vehicle with Business Insurance Coverage. Knowledge: • Knowledge of Early Years Initiatives in the community served • Knowledge of Child Care Regulations within British Columbia • Familiar with the current child care changes, opportunities and resources in British Columbia • Exceptional interpersonal skills • Excellent planning and organizational skills • Proven effective written and verbal communication skills • Ability to exercise initiative and take on leadership tasks when required • Corroborated positive team experiences and contributions within past teams • Ability to adjust to change in a positive manner • Proficient knowledge and ability with Microsoft Office, previous experience with data bases and social media • Demonstrated strong public relations and community development • Skills and capabilities to facilitate workshops, plan events in person and virtually • Knowledge and skills to effectively manage budgets, petty cash and submit reports to manager as required • A willingness to be flexible and work in other PacificCARE communities as required • A positive attitude and motivation to increase the quality of child care for all children and their families • Ability to physically deliver and receive CCRR resources.
