

PacificCARE**Internal-External Position Vacancy Posting**

Position Title CHILD CARE RESOURCE AND REFERRAL WORKER – 11	Competition No 02-24-2026PPTConsultantSA28
Department Child Care Resource and Referral	Salary Range/Wage Rate Grid 11, Step 1, \$27.54-Step 4 \$31.61 per hour
Initial Current Location North Island Mall: 9250 Trustee Road, Port Hardy, BC, V0N 2P0	Employee Group BCGEU –this position requires union membership
Current hours per week 20 hours per week, with opportunity for backfill where possible.	Position Status Permanent Part Time Child Care Consultant until March 31, 2027 with the possibility of extension dependent on CCRR contract renewal Eligible for Pension and Welfare Benefits enrollment.
Initial Shift Schedule 4 five-hour shifts per week between Tuesday to Saturday. Flexibility to work both evenings and weekends as needed.	Anticipated Start Date March 17, 2026

NATURE OF POSITION:

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.

REQUIRED PERFORMANCE:

Job performance must be at a satisfactory level and will be assessed in the fulfillment of above relevant job duties, including performance and evaluation reports and disciplinary records in accordance with Article 11.4(d) of the Collective Agreement.

REQUIRED QUALIFICATIONS:

Valid BC Drivers License
Reliable vehicle with business insurance coverage
Drivers Abstract

Clear Criminal Record Check

EDUCATION, TRAINING AND EXPERIENCE:

Early Childhood Education certificate or equivalent, two years recent related experience, or an equivalent combination of education, training and experience.

KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

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.

For more information, please see the attached job description.

To apply for this position please forward your resume and cover letter to the designated contact below, before the closing date.

Reply to: PacificCARE – Holly Carriere- CEO holly@pacific-care.bc.ca	Date Posted: February 24, 2026, at 4:30 pm
101 - 3156 Barons Road	
Nanaimo, B. C. V9T 4B5	Closing Date: until position is filled