

PacificCARE**Internal/External Position Vacancy Posting**

Position Title CHILD CARE RESOURCE AND REFERRAL WORKER – 11	Competition No. 05-04-2022PPTConsultantNI
Department Child Care Resource and Referral	Salary Range/Wage Rate Grid 11 starting at \$24.23 per hour
Initial Current Location North Island, Port Hardy, Port McNiell, Port Alice and surrounding areas	Employee Group BCGEU –this position requires union membership
Current hours per week 28 hours per week	Position Status Permanent Part Time Child Care Consultant
Initial Shift Schedule A calendar week 8:30-4:30 must be willing to be flexible and work evenings and weekends as the job requires	Anticipated Start Date ASAP

NATURE OF POSITION:

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, recruiting, supporting and training License Not Required child care providers, working with a referral data base and attending community Early Years meetings and events as well as PacificCARE meetings and 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 North Island 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 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.

Reply to: PacificCARE – Carmen Barclay Hamm
101 - 3156 Barons Road
Nanaimo, B. C. V9T 4B5

Date Posted: May 4, 2022

Closing Date: Open until position is filled