

PacificCARE External Position Vacancy Posting

Position Title: Regular Part-Time Child Care Consultant, Child Care Resource and Referral

Initial Current Location: Port Hardy

Employee Group BCGEU –this position requires union membership; Salary Range/Wage Rate Grid 11

Current hours: 18 hours per week

Position Status: Regular Part-Time

Initial Shift Schedule: Weekdays, Occasional Evenings and Weekends

Anticipated Start Date: January 2018

NATURE OF POSITION:

This position 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 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. The position requires working collaboratively with colleagues, community partners and care providers to ensure smooth operations of PacificCARE Child Care Resource and Referral program services. Ideal candidate will work out the Port Hardy community and provide services to surrounding communities. This position requires someone who understands the work being done in early childhood development and child care in British Columbia and is a positive forward thinker. Physical fitness/good physical abilities are an asset. This position is open to applicants of all genders. Employees are required to use their automobile in the performance of their duties

REQUIRED QUALIFICATIONS:

Valid BC Drivers License and reliable vehicle with business insurance coverage

Clear Criminal Record Check

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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 issues in British Columbia and the community served

Exceptional interpersonal skills

Excellent planning and organizational skills

Communicates well with others

Ability to exercise initiative and take on leadership tasks when required

Demonstrated team player

Ability to adjust to change in a positive manner

Proficient knowledge and ability to use Microsoft Office software and previous experience using data bases

Demonstrates strong public relations ability

Skills and abilities to facilitate workshops

Understanding of budgets, handling of cash and completing monthly financial reports

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 children and families

This position is open to both male and female applicants

To apply for this position please email your resume along with a completed

'Employee Application Form' (Job Application Form) to sbeam@pacific-care.bc.ca

or mail to the address below:

Reply to: PacificCARE - Scott Beam
Suite 101
3156 Barons Road

Nanaimo, B. C. V9T 4B5

PacificCARE

Job Application Form

Position being applied for: _____

Date available to begin work: _____

PERSONAL DATA

Last name: _____ Given name(s): _____

Address: _____

City: _____ Postal code: _____

Home tel: _____ Business tel: _____

Are you legally eligible to work in Canada? Yes No

Are you 18 years or more and less than 65 years of age? Yes No

Are you willing to travel as part of your employment? Yes No

Preferred Location: _____

Have you ever been convicted of a criminal offence for which a pardon has not been granted? Yes No

To determine your qualifications for employment, please provide below and on the reverse, information related to your academic and other achievements including volunteer work, as well as employment history. Additional information may be attached on a separate sheet.

EDUCATION

SECONDARY SCHOOL

Highest grade or level completed _____

BUSINESS/TRADE SCHOOL

Name of program: _____ Length of program: _____

License, certificate or diploma awarded? Yes No

Type: _____

COMMUNITY COLLEGE

Major subject: _____ Name of program _____

Diploma or certificate awarded? Yes No

Type: _____

UNIVERSITY

Major subject: _____ Name of program _____

Degree, diploma, or certificate awarded? Yes No

Type: _____

Other courses, workshops, seminars:

WORK RELATED SKILLS

Describe any of your work related skills, experiences, or training that relate to the position being applied for:

EMPLOYMENT

Name of present or last employer: _____

Type of Business: _____ Telephone Number: _____

Job title: _____ Salary: _____

Period of employment: From: _____ To: _____

Name of previous employer: _____

Type of Business: _____ Telephone Number: _____

Job title: _____ Salary: _____

Period of employment: From: _____ To: _____

For employment references may we approach:

your present or last employer? Yes No

your previous employer? Yes No

List references, if different than above on a separate sheet.

PERSONAL INTERESTS AND ACTIVITIES (athletics, hobbies, etc.)

I hereby declare that the foregoing information is true and complete to my knowledge. I understand that a false statement may disqualify me from employment, or cause my dismissal.

Signature: _____ Date: _____

Have you attached an additional sheet? Yes No