

**PacificCARE****Internal/External Position Vacancy Posting****Position Title** Gold River Child Care Consultant  
CHILD CARE RESOURCE AND REFERRAL WORKER – 11**Competition No** 05-21-2024 PFTConsultantGR**Department** Child Care Resource and Referral**Salary Range/Wage Rate** Grid 11, Step 1, \$27.54 per hour to Step 4 \$31.61**Initial Current Location** Gold River**Employee Group** BCGEU –this position requires union membership**Current hours per week** 35 hours per week**Position Status**  
Permanent Full Time Child Care Consultant**Initial Shift Schedule**

Monday to Friday 8:30am to 4:30 pm; must be willing to be flexible and work evenings and weekends as the job requires, under article 14.5 Flextime upon completion of probation.

**Anticipated Start Date**

June 1, 2024

**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 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 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  
101 - 3156 Barons Road  
Nanaimo, B. C. V9T 4B5

Date Posted: May 21, 2024 at 1:00pm

Closing Date: June 3, 2024 at 8:30 am