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|  | Pacific*CARE* External Position Vacancy Posting |
| **Position Title**:CHILD CARE RESOURCE AND REFERRAL WORKER – 11 | **Competition No:**12-16-2024 PPTConsultantPA |
| **Department:**Child Care Resource and Referral | **Salary Range/Wage Rate:**Grid 11, Step 1, $27.54 per hour |
| **Service Location:**Service Area 25- Pacific Rim (Port Alberni Office) | **Employee Group:**BCGEU –this position requires union membership |
| **Current hours per week:**20 hours per week | **Position Status:**Permanent Part Time Child Care Consultant |
| **Initial Shift Schedule:**20 hours per week, under the provisions of Article 14 Hours of Work. Initial shifts will include Wednesdays to Friday with rotating Saturdays between PacificCARECCRR office hours between 8:30 am to 6:00 pm. | **Anticipated Start Date:**January 22, 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 database and attending community Early Years meetings and events as well as Pacific*CARE* 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 Pacific*CARE* Child Care Resource and Referral program services.The 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.Employees may be required to use their automobile in the performance of their duties.**REQUIRED PREFORMANCE:**Job performance must be at a satisfactory level and will be assessed in the fulf illment 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 LicenseReliable vehicle with business insurance coverage Drivers AbstractClear 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 f lexible and work in other Pacific *CARE* 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.*

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| ***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- CEOholly@pacific-care.bc.ca 101 - 3156 Barons RoadNanaimo, B. C. V9T 4B5 | Date Posted: December 23, 2024, at 12:30 pm |
| Closing Date: Until position is f illed. |