

PacificCARE**Internal-External Vacancy Posting**

Position Title Program Coordinator 2	Competition No 02-07-2024PPTProgramCoordinatorNI
Department Child Care Resource and Referral	Starting Salary Range/Wage Rate \$33.77/Hour
Initial Current Location Port Hardy	Employee Group BCGEU –this position requires union membership
Current hours per week 20 hours per week	Position Status Permanent Part-Time Coordinator 2
Initial Shift Schedule Office Hours: Wednesday and Friday 8:30 am to 4:30 pm, Thursdays 11:00 am to 6:00 pm and rotating Saturdays 8:30 am to 12:30 pm	Anticipated Start Date April 1, 2025

NATURE OF POSITION:

PacificCARE is an equal opportunity employer.

The Program Coordinator 2 is responsible for the day-to-day operations of PacificCARE's Child Care Resource and Referral (CCRR) program. Overseeing child care resource and referral workers and the planning, development and implementation of appropriate child and family programs and services within their contracted region. This may include other services mandated by contracts with federal or provincial government ministries.

Employees must use their automobile in performing their duties as a Program Coordinator.

REQUIRED PERFORMANCE:

- Oversees the day-to-day operations of contracted region ensuring that the necessary facilities and equipment are in place, program guidelines and policies are adhered to, and program standards are met; supporting other regions when needed.
- Plans, directs and implements under the provision of services for new and existing programs and projects, under the supervision of the Program Director.
- Ensures effective service delivery consistent with agency mandate and policy, legal, contractual, budgetary and other requirements.
- Monitors and authorizes program expenditures and maintains financial records in accordance with established procedures. Supports the development of program budgets.
- Establishes goals, objectives, policies and procedures for assigned responsibility areas in discussion with Program Director.
- Develops and establishes standards and accountability systems for assigned responsibility area.
- Maintains related records and statistics and produces quarterly and annual reports.
- Supervises staff by performing duties such as assigning work, providing feedback on performance, conducting performance evaluations, participating and offering recommendations during the hiring and on-boarding process in collaboration with the Program Director.
- Schedules staff in accordance with program staffing and community requirements.
- Participates as a member of the coordinator team in assessing and resolving operational issues and policies.
- Provides training to staff/volunteers and service users.
- Performs other duties as required.

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
- Clear Criminal Record Check

EDUCATION, TRAINING AND EXPERIENCE:

- Diploma in a related human / social service field.
- Three (3) years recent related experience including one (1) year supervisory or administrative 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.
- Proven ability to work effectively with staff, volunteers, and non-profit or publicly funded groups and organizations.
- Demonstrated positive teamwork and leadership skills.
- Experience and proven ability to address conflict management and reach positive resolutions.
- Outstanding oral, written, facilitation and interpersonal communication skills.
- Proven effective time and general management skills.
- Experienced and comfortable in using Microsoft Office (Word, Outlook, Publisher, Power Point).
- Proficient office skills and abilities.
- Experience in promotion and public relations, proven community awareness skills.

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 7, 2025
101 - 3156 Barons Road Nanaimo, B. C. V9T 4B5	Closing Date: Open until filled.

Article 13.5 Recall

(a) Employees will be recalled to available work in order of their seniority provided they are qualified and are able to perform the duties. The Employer will attempt to contact the recalled employee by phone at their last known number and will send a notice of recall by priority courier or by appropriate electronic communication as agreed to by the employee and Employer at the time of layoff. Employees must accept recall within seven days of receipt of the notice. Employees will have 14 days after accepting recall to return to work.

(b) The recall period will be one year. At the end of the recall period, an employee has the right to become a casual employee and be placed on call-in lists with their seniority.

(c) New employees will not be hired into a regular position until those laid off in that classification have been given an opportunity of recall.

(d) Job posting under Article 24 (Promotion and Staff Changes) will occur prior to recall of any employee. When there are employees on the recall list, job postings will include a copy of this article.

(e) Employees on the recall list have the right to apply for job postings as an internal applicant.

*(f) When an employee on the recall list is a qualified applicant to a position, then the Employer will not consider applications to the vacancy from any less senior employees. CSSBA and CSSEA – General Services (expiry 03/2025) Page 22 DRAFT - CSSEA version *for information only*, pending Unions' review and administrative updates*

(g) When an employee on the recall list is the successful applicant to a position, they will not be expected to start in the new position until 14 days from the notice of assignment unless an earlier date is determined by mutual agreement between the employee and the Employer.

(h) Should the employee not continue in the assignment beyond their trial period, and where the employee is still within their one year recall period, they will be returned to the recall list for the remainder of their one year recall period.