



## Bulkley Valley Child Development Centre

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### **The Bulkley Valley Child Development Centre Requires a “CCRR Community Resource Consultant” for the Smithers and Area Child Care Resource and Referral Program**

This is a permanent full time position 35 hours a week to start February 11<sup>th</sup>, 2019.  
Wage is negotiable depending upon qualifications and experience.

#### **Job Summary:**

The “Community Resource Consultant” will provide CCRR program services in the community including child care referrals; provide supportive information for families in choosing and monitoring their child care services, as well as assisting families with the Affordable Child Care benefit. This position will also provide program support including resource lending library, community information events, assisting in the planning and implementation of CCRR service delivery and community development through the facilitation of drop in programs, workshops and training venues.

#### **\*Qualifications:**

- Early Childhood Education Certificate or Diploma required
- 2-5 years’ experience working with families in a variety of capacities
- Ability to work with young children in a drop in program setting
- Strong knowledge of the child care system and needs of families
- Self-Motivated, well-organized, flexible
- Able to work effectively in a team environment
- Effective communication skills, strong interpersonal skills
- Computer skills (databases, Excel, Publisher, internet)
- Experience in facilitating workshops

**Closing date for applications is Friday, January 25<sup>th</sup>, 2019 at 5pm.**

**Join our team!**

**Apply by resume to:**

**Attention: Executive Director**

**Bulkley Valley Child Development Centre**

**Box 995, Smithers, B.C. V0J 2N0**

**E-mail: [hr@bvcdc.ca](mailto:hr@bvcdc.ca) Phone: (250) 847-4122 Fax: (250) 847-9338**

**\*Only qualified applicants will be contacted**