

PacificCARE		Position Vacancy Posting	
Position Title	Child Care Consultant	Competition No.	#01-2010
Department	Child Care Resource and Referral	Salary Range/Wage Rate	\$16.60 - \$19.53 Per hour
Initial Current Location	Nanaimo	Employee Group	BCGEU –this position requires union membership
Current hours per week	35 hours per week	Position Status	Regular Full-Time
Initial Shift Schedule	Monday to Friday 8:30 a.m. – 4:30 p.m. Occasional Evenings and Weekends	Anticipated Start Date	March 8, 2010

NATURE OF POSITION:

This position includes providing resources and consultation services to parents and child care providers, recruiting, supporting and providing training for License Not Required child care providers, working with a referral data base and attending some Early Years community meetings. The successful candidate is responsible for preparing reports, statistical information and accounting for expenditures in a timely fashion (full job description at www.pacific-care.bc.ca). The position requires working collaboratively with colleagues, community and care providers to ensure smooth operations of PacificCARE Child Care Resource and Referral program services. Ideal candidate would work out of our Nanaimo Office. The successful candidate will be motivated to work collaboratively with existing services that provide support to children and families.

REQUIRED QUALIFICATIONS:

Valid BC Drivers License and reliable vehicle with business insurance coverage
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 issues in British Columbia and the community served
 Good interpersonal skills
 Excellent planning and organizational skills
 Communicates well with others
 Ability to exercise initiative
 Demonstrated Team player
 Ability to adjust to change in a positive manner
 Proficient knowledge and ability to use Microsoft Office software
 Demonstrates good public relations skills
 Skills and abilities to facilitate workshops
 Understanding of budgets, handling of cash and completing monthly financial reports
 A willingness to be flexible and adaptable to change
 A positive attitude and motivation to make a difference to those we serve.

To apply for this position please complete the Employee Application Form (www.pacific-care.bc.ca) and submit it to the address below. This position is open to both male and female applicants

Reply to: PacificCARE – Coordinator of Programs & Services
 3156 Barons Road
 Nanaimo, B. C. V9T 4B5

Date Posted February 11, 2010

Closing Date: February 22, 2010

Each applicant is responsible for ensuring that the Human Resources Department receives his/her application by 4:30 p.m. on the closing date. Any application received past this time will be considered late.

