

Job Description
Supported Child Development Consultant
Temporary Full time position 35 hours/week, Term ending March 31st, 2020

Summary:

The SCD Consultant

- Develops individual plans for children who require additional support in conjunction with parents, child care providers and other community professionals
- Supports families in making child care decisions
- Supports and collaborates with community child development services to facilitate the inclusion of children who require extra support in child care settings

The SCD Consultant brings a strength-based approach to excellence in service delivery and reports to the Program Lead and Program Manager

Key Duties and Responsibilities:

- Facilitates the development and implementation of individual service plans for children which are child specific, family centered and developmentally appropriate that reflects the choices and priorities identified by their families.
- Conducts observation of and gathers information on children who require extra support. Determines the children's type and level of support needs following the guidelines, policies and procedures of the Agency, program and Ministry in consultation with parents, child care providers and other professionals using tools such as the support guide and developmental assessments
- Supports families in assessing services for their children and in self-advocacy
- Collaborates with other health, education, and community service providers to provide a multi-disciplinary approach to meet the needs of children and families.
- Supports child care providers' inclusion of children who require extra support by performing duties such as supporting the development and implementation of inclusive philosophies, practices, policies and procedures; providing onsite child-specific training, consultation and modeling; and providing information on child care and community resources.
- Supports and facilitates transitions to and from the SCD program.
- Evaluates the children's progress, review the level of support needs and individual plans and ensures that services are coordinated, appropriate and accessible.
- Assists Coordinator in maintaining a resource library for community caregivers and parents.
- Manages a waitlist, and uses the Waitlist Priority Tool when necessary
- Develops, locates and provides information and training resources to families, child care providers, and the public on topics related to inclusive child care and children who require extra support through written materials on an individual or group basis, and occasionally workshops or presentations. Provides families with information on child care options and other community resources.
- Collaborates with other SCCSS programs to enrich program delivery and fulfill our mission more effectively.
- Develops and implements an annual work plan and evaluation process.
- Obtains and maintains awareness of the demographic and socio-economic variables of the community and activity works to reduce barriers to services.

- Demonstrates cultural competency working with Aboriginal families and community.
- Maintains client records and client files in keeping with program manual and SCCSS policy
- Support the mission, vision and values of SCCSS including participating in organizational wide initiatives as interested or asked.
- Collaborates with the Program Manager to develop and establish standards and accountability mechanisms including logic models, monitoring frameworks and evaluation processes including the completion of program(s) reports, stat collection maintenance of relevant documents.
- Assists the Program Manager in creating a learning environment for students and volunteers.
- Ensures effective service delivery consistent with agency mandate, policy, meeting all legal, contractual financial and other compliance requirements.
- Champions ongoing compliance with accreditation standards, new standards and CARF requirements.
- Stays current with SCCSS programs and services.
- Assists with other duties as required, from time to time, aiding with the efficient operation of the organization.

Qualifications and skills required:

- Post-secondary degree in Early Childhood Education or an Early Childhood Development related field, such as psychology, or a Diploma in Early Childhood Education with Special Needs Certificate. Plus 3 years of related experience in a related field or the equivalent in education and experience.
- Demonstrates working knowledge of family centered service, early intervention, child development, family support and community based services
- Good working knowledge of the Local, Provincial, and Federal legislation and regulations as relevant to the work.
- Willingness to learn, be creative and flexible when situations change, adaptable to new technologies, and able to work in ambiguous environments.
- Experience working effectively and in a non-judgmental manner with clients from different cultures, ethnicity, and socio-economic backgrounds.
- Experience with program planning, evaluation and report writing
- Experience applying a feminist analysis of gender violence as it affects children, women and trans folks.
- Demonstrated cultural competency.
- Emergency Child Care First Aid (including infant CPR) required
- A trauma-informed practice approach.
- Knowledge of family systems and culturally competent practices.
- Knowledge of the dynamics of violence against marginalized individuals.
- Ability to work flexible hours – may require evening and weekend work to meet the needs of the clients.
- Proven ability to work collaboratively across programs and with community partners.
- Strong computer skills in Microsoft Office suite and experience with an electronic client records management system.
- Excellent communication and organizational skills.
- Master multi-tasker able to identify and act on priorities.
- Successful results of criminal records check.
- Valid driver's license and reliable vehicle is required to meeting and events across the Coast.
- Strong knowledge of SCCSS programs and services.

Working Conditions

- This position works in a variety of locations included family residents, community settings and a typical office environment.
- This position may work alone, one-to-one with families or individuals, with little to no supervision.
- Some lifting may be required

Physical Requirements

- The candidate should be in good physical health to meet the demands of the position and comfortable working in a diverse and dynamic work environment

Organizational Relationships

This position reports to the Supported Child Development Lead and the Child Development and Youth Services Manager.