

**Job Description**  
**Infant Development Consultant, Early Intervention**  
**Child Development and Youth Services**

**Summary:**

The Infant Development Consultant provides an integrated approach to infant development based on family-centered, strength based intervention. The Infant Development Consultant delivers individual service to families and facilitates groups promoting healthy parent child relationships. The Infant Development consultant reports to the Lead, Infant Development Program.

**Key Duties and Responsibilities:**

- Supports the family using evidence based attachment and trauma informed practices while working collaboratively within family choices and decisions.
- Provides accessible service to meet client needs in the home environment, group settings and day care facilities.
- Plans, prepares, delivers and facilitates IDP playgroups as per the IDP operations manual.
- Develops and maintains relationships with each child and family based on mutual respect, trust and the celebration of each family's uniqueness.
- Assists the family in planning and providing experiences in the home and community to encourage the growth and development of the infant.
- Records home visits, assesses the development of the child, develops a family centered plan.
- Ensures that parents and relevant professionals are sent infant progress reports as desired by parents.
- Encourages parents to be strong advocates for their infant to receive the best diagnostic assessments and medical related services. Works from as understanding that a diagnosis is a tool for providing effective support and removing barriers to full community participation.
- Collaborates with other professionals in the community, with consent, to ensure consistent service delivery.
- Supports inclusion in all aspects of practice.
- Organizes and participates in family meetings, case reviews and family centered service plan meetings.
- Obtains and maintains awareness of the demographic and socio-economic variables of the community and activity works to reduce barriers to services.
- Maintains client records and client files in keeping with program manual and SCCSS policy.
- Facilitates loans of appropriate developmental toys and equipment to parents and assists the family to encourage their infant to use the toys in an explorative way.
- Informs the family of education, health and social opportunities in the community including IDP Playgroup, preschool or childcare options, parent support groups and education events.
- Provides evidence-based parenting programs to families in groups or one-to-one in the family's home.
- Supports a creative learning environment for students and volunteers as needed.
- 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

- Supports the mission, vision and values of SCCSS including participating in organizational wide initiatives as interested or asked

### **Qualifications and skills required:**

- Post-secondary degree in a field related to infant and child development as well as a minimum 3 years of related experience working in an environment with infants and toddlers, equivalent combination of related education and experience may be considered.
- Completion of or enrolment in an Infant development program is an asset.
- Demonstrates working knowledge of family systems, 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.
- Demonstrated ability to work collaboratively within a team setting and to work independently as needed.
- Experience working effectively and in a non-judgmental manner with clients from different cultures, ethnicity, and socio-economic backgrounds.
- Knowledge of the impacts of colonialization including residential schools on Indigenous peoples
- Works within a trauma-informed practice approach.
- Experience with non-violent crises intervention approaches an asset.
- Emergency Child Care First Aid (including infant CPR) required
- Knowledge of Universal Safety Precautions.
- Experience working in the non-profit sector is an asset.
- Ability to work additional flexible hours to accommodate the schedule and needs of the clients and program.
- Strong computer skills in Microsoft Office suite and experience with an electronic client records management system.
- 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 including family residence, community settings and a typical office environment.
- This position may work alone, one-to-one with families or individuals, with little to no supervision.

### **Physical Requirements**

- Sitting for extended periods of time and computer use.
- Lifting and moving of toys, furniture, assessment materials and other equipment specific to clients.
- Lifting and holding babies and children.
- Sitting and playing on the floor with infants and children.

### **Organizational Relationships**

This position reports to the *IDP Program Lead*