

LOWER SIMILKAMEEN COMMUNITY SERVICES SOCIETY

Job Title: Infant Development Program Consultant & Coordinator

Benchmark:

Consultant **81003**, Activity Coordinator
Coordinator **81602**, Family Resource Worker

Classification Grid: 31

Classification Grid: 33

Immediate Supervisor: LSCSS Executive Director

Bargaining Unit: UFCW Local 1518

Job Summary:

Supports families with children 0-6 who have a developmental delay or disability or may be at risk for a developmental delay, with emphasis on ages 0-3. Understands the importance of attachment oriented and family-centred practice. Supports caregivers to optimize developmental opportunities through encouraging the child's development directly or by connecting with community resources and supports.

Supports families primarily in their homes by encouraging and facilitating parent-child interactions building on the family's strengths, daily routines and resources. Brings experience and understanding of child development alongside interpersonal and communication skills to enhance families' knowledge and attention to their child's development. Works collaboratively with families to plan, identify and chose activities and community resources.

Job Duties:

1. Accepts referrals from community professionals, parents, family members and caregivers;
2. Develops and Individual Family Service Plan (IFSP) with each family;
3. Determines intervention strategies;
4. Makes home visits that support the child and family, provide home visit reports to the parent/primary caregiver;
5. Performs ongoing assessment/screening, evaluation and reporting;
6. Periodically reviews and updates the IFSP;
7. Schedules and facilitates groups that provide, complement and/or support the principles of Infant Development;
8. Provides community development, awareness and education;
9. Builds community partnerships and collaborates with other community agencies delivering services to families;
10. Provides parent education and support;
11. Participates in local IDP Advisory Committee or ECD coalition;
12. In consultation with the family, determines what additional professional consultations are required as per the IFSP (Coordinator);
13. Advocates for additional early intervention services for the family (Coordinator);
14. Prepares Transition Plans as required (Coordinator);
15. Reviews children with active interventions monthly (Coordinator).

16. Collects and maintains data and related records on client participation and activities, and completes related reports;
17. Performs other related duties as assigned.

Qualifications:

Typical Education, Training and Experience

Consultant:

- Diploma in Early Childhood Education or related field
- One-year experience working with infants and young children and their families
- Certificate in Infant Development and Supported Child Development (UBC)

Coordinator:

- BA in early childhood development or related field (psychology, social work)
- Certificate in Infant Development and Supported Child Development (UBC)
- One-year experience working with infants and young children with atypical development and their families.
- Three-years experience as an Infant Development Consultant

All:

- Family-centred services, early intervention, typical and atypical child development, family support and individual planning
- Administering formal and informal developmental assessment tools
- Using cultural safety framework when working with indigenous families and communities
- Competency in principles and techniques of early intervention in delayed development
- Or, an equivalent combination of education, training and experience determined to be reasonable and relevant to the level of work
- Class 5 Driver's licence and access to a vehicle for work purposes
- Current First Aid and CPR-C for children
- Current Food Safe

Typical Skills and Abilities

- Demonstrated teamwork and leadership skills
- Well-developed planning, organizing, administrative and decision making skills
- Ability to work effectively with community groups, agencies and Ministry staff
- Ability to communicate effectively, both verbally and in writing
- Proficient user of computers and related technology.
- Ability to establish and maintain rapport with clients
- Knowledge of child development, parenting, family systems, family violence, cross-cultural issues, and community resources
- Strong conflict resolution skills
- Group Facilitation skills
- Physical ability to carry out the duties of the position

Drafted on: Sept 10, 2021

Approved on: Sept 29, 2021