

Niagara Children's Centre
Job Description

Job Title: Early Childhood Education Resource Consultant
Reports to: Manager, Clinical Services

Role:

The Early Childhood Education Resource Consultant supports community EarlyON programs to provide inclusive, early learning and social opportunities for identified children by liaising with parents, early childhood educators and other professionals.

Specific Responsibilities:

Responsibilities of the position include:

- Informal/formal assessment, program planning, goal setting and facilitation and discharge planning
 - Work collaboratively with families, Educators and therapists to develop an Individualized Support Plan that is strength based and reflects the families' priorities and preferences to promote one coordinated plan for a seamless experience for families
 - Adapting preschool curriculum based on each child's individual needs and parents' established goals
 - Effectively monitor the Individualized Support Plan with input from the broader team
 - Ensuring goals of the therapists are understood and embedded into curriculum
 - Adapting and implementing activities with children individually and in groups
 - Promoting the inclusion of all children by adapting programs and by ensuring the physical space maximizes inclusion
 - Transition to school supports

- Providing education to parents and the community
 - Parent and caregiver education
 - Creating and implementing training for EarlyON staff specific to their needs and the needs of their families
 - Providing coaching, role modeling, and mentorship to EarlyON staff and families in an early learning environment
 - Consulting and collaborating with EarlyON staff on an ongoing basis to build capacity and ensure needs are being met
 - Mentoring of students and volunteers and providing written evaluations as required by colleges and universities

- Documentation and report writing
 - Charting relevant information in main files/progress notes in accordance with Centre standards and procedures
 - Child overviews for students and volunteers
 - Creation of care plans as a team

Health and Safety

The ECE Resource Consultant will comply with the duties assigned to Workers as per Section 28 of the Ontario Occupational Health and Safety Act.

Accountability and Freedom to Act:

This position is subject to standardized practices and procedures, general work instructions, and supervision of progress and results. It is also subject to Centre policy and procedure manuals and requirements of the Children's Services Division, Community Services Department of Regional Niagara.

Key Relationships:

The Resource Consultant is concerned with the effectiveness of all relationships that affect the Centre. The following are particularly significant to the position:

External

- Children who are referred, their families and other caregivers
- Early On Centre staff
- Staff from supporting agencies involved in the child's care

Internal

- Clinical managers and clinical staff

Performance Factors:

In assessing the performance of an incumbent in this position, the following factors will be utilized as appropriate:

- Workload – the number of clients seen relative to established standards
- Clinical outcomes – the degree to which care plans are well-designed and goals achieved; the readiness of children leaving the programs for integration into school
- Capacity building outcomes-the satisfaction of EarlyON staff with training and meeting the needs of their sites; the degree of exposure to Niagara Children's Centre staff, their roles and strategies shared
- Documentation – the accuracy, relevance and timeliness of assessments, progress notes, and other documentation
- Relationships – the level of cooperation and collaboration with clients and families, staff from other agencies, and other members of the team

Position Specifications:**Education:**

The minimum specifications for an incumbent will include:

- Early Childhood Education diploma or degree
- Certification in Resource Consulting or equivalent recognized by the Child Care Early Years Act (CCEYA)
- Member of and in good standing with the College of Early Childhood Educators

Knowledge/Skills:

- A sound understanding and skill in early childhood development and in particular those with physical and communicative special needs
- In depth knowledge of developmental milestones from birth to 6 years of age
- CPR and First Aid certifications are requirements of this position
- Sufficient computer literacy to produce letters and reports, enter work and caseload data, and access general work applications such as electronic clinical data bases, e-mail and the Internet
- QCCN training
- an interest and commitment for serving children with special needs and their families

Other:

- Access to a vehicle and possession of a driver's license valid for the province of Ontario is required
- A current criminal reference check for vulnerable populations
- CPR certification
- Evidence of non-violent crisis intervention training