

Posting: 21-01
Position: 5037

JOB VACANCY

***Supported Child Development
Permanent Full Time Support Staff***

1 FTE. Hours of work: Various, from 7:30 AM to
5:30 PM

Location: Various childcare facilities in Prince
George, BC

START DATE:	February 1, 2021
APPLICATION DEADLINE:	January 19, 2021
SALARY GRID:	\$22.39 to \$24.47
APPLY TO:	Christy Kubert Manager of SCD Ext 215
JOB DESCRIPTION:	See Attached

**The Child Development Centre is an equal opportunity employer.*

POSTED: January 13, 2021

cc: Sandy Van Kleeck, HSA
Bulletin Board (3)
Wendy De Marsh, Payroll
Requesting Manager – Christy Kubert
Red Internal Posting Binder

CK/cp

Child Development Centre of Prince George & District Association

JOB DESCRIPTION

- JOB TITLE:** Supported Child Development Support Staff
- JOB SUMMARY:** Reporting to the Manager of Supported Child Development Program or designate, the Supported Child Development Support Staff will be responsible for providing supported child care to children of varying abilities in settings such as pre-schools, daycares and after school programs.
- CLASSIFICATION/
PAY LEVEL:** Health Services & Support Community Subsector, Grid Level 8 (Supported Child Care Worker Benchmark)
- SUPERVISOR:** Manager of Supported Child Development
- QUALIFICATIONS:**
- Have reached 19 years of age
 - Graduation from high school or equivalent with some post-secondary training in child care or a related field (e.g. Early Childhood Education, Educational Assistant, etc)
 - One (1) year recent related experience or an equivalent combination of education, training and experience
 - Acceptable criminal record check
 - Certificates in CPR and First Aid
 - Hold a valid Class 5, BC Driver's license
- SKILLS & ABILITIES:**
- Demonstrated ability to communicate effectively in English, both orally and in writing
 - Demonstrated knowledge of child development and application of a family-centred approach to care
 - Demonstrated ability to work with families, children, youth and other professionals and establish and maintain rapport
 - Demonstrated ability to take direction from Supported Child Development Consultants, community program supervisors and therapists
 - Demonstrated ability to organize time and responsibilities and to work independently
 - Demonstrated/referenced interpersonal and team skills
 - Physical ability to carry out duties of the position

FUNCTIONS:

1. Participates in a multidisciplinary team
2. Works within a flexible schedule
3. Supports children with extra support needs to fully participate in child care community settings
 - a. To physically assist the child through transition times including: diapering, feeding, application of splints, positioning in adaptive equipment, etc.
 - b. To support the child at free play, group, story, gym, outdoor, snack, lunch, field trips, and nap times when needed
 - c. Work as a team member with centre staff to plan and implement strategies and activities for inclusion
4. Will be with the children under the supervision of a program staff member (i.e. support person will not be responsible for a group of children. Support staff is not to be counted in the child-staff ratio, as per licensing guidelines.)
5. Helps with other centre duties when appropriate, i.e. when the child requiring extra support is involved in the program under the supervision of the teaching staff. This may include sanitizing toys and equipment to help keep a safe and clean environment for all children and staff.
6. Implements child specific programs as directed by the respective professionals. This may include administering medications to clients and providing medication reminders in accordance with established policy.
7. Completes daily notes as required. Prepare reports as required.
8. With families and team members assists in the development of Individual Education Plans (IEP) for children on caseload
9. Works as a team member with centre staff to plan and implement daily activities and experiences to meet goals and objectives as documented in a child's IEP
10. Implements established care plans such as behaviour management, exercise, therapy and mobilization programs
11. Attends team meetings and be an active participant
12. All support staff will work under the supervision of the SCD Consultant and the community program supervisor
13. Attends staff meetings as scheduled
14. Maintains regular communication with parents
15. Performs other related duties as assigned

Date Prepared:	September 2008
Date Reviewed:	March 2010
Date Revised:	March 2010
Date Reviewed:	May 2012
Date Revised:	June 2012