



CHILD DEVELOPMENT CENTRE

of Prince George and District

JOB DESCRIPTION

Supported Child Development Consultant

JOB SUMMARY:

Working under the general supervision of the Manager of Supported Child Development Program, or designate, the Supported Child Development Consultant will be responsible for developing individual plans for children who require extra support in conjunction with parents and child care providers; supporting families in making child care decisions; and, supporting and coordinating the services of child care and other community service providers to facilitate the inclusion of children who require extra support in child care settings.

CLASSIFICATION/

PAY LEVEL: HEABC-HSPBA Grid 8

SUPERVISOR: Manager of Supported Child Development

QUALIFICATIONS:

- BA in Early Childhood Education (ECE) or related field – Child & Youth Care, Psychology, Social Work, Education.
- Two (2) years recent related experience in inclusive child care settings or an equivalent combination of education, training and experience
- Acceptable criminal record check
- Hold a valid Class 5, BC Driver's license

SKILLS & ABILITIES:

- Demonstrated ability to communicate effectively in English, both orally and in writing
- Demonstrated clinical competency in the field of early childhood education, child development, and/or community-based service provision
- Demonstrated knowledge and application of early childhood education/child development within a family-centred approach to care
- Demonstrated ability to work with families, children, youth and other professionals
- Demonstrated ability to assign tasks to and monitor support staff, family members and other caregivers in carrying out services to the child
- Demonstrated knowledge of community child care resources and other community support services
- 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
- Demonstrated ability to assign tasks to and monitor support staff, family members and other caregivers in carrying out services to the child
- Demonstrated knowledge of community child care resources and other community support services
- 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 multi-/inter-disciplinary team approach
2. Conducts observation of and gathers information on children referred for extra support; determines type and level of support child may require using the Support Guide and through consultation with parents/legal guardians, child care providers and other professionals
4. Facilitates the development and implementation of child-specific, family-centred and developmentally appropriate individual service plans for children that reflect the choices and priorities identified in cooperation with parents/legal guardians, child care providers and other professionals
5. Provides information to families on child care options and other community resources and supports families in their role as decision makers/advocates on behalf of their children and themselves
6. Support child care settings to develop and implement inclusive philosophies, practices, policies and procedures
7. Facilitates and/or provides on-site child-specific training, consultation and/or modeling to child care settings to support inclusion based on the required types and level of support; may provide relief coverage for child care workers as required and to enable participation in child-specific training and support activities
8. Supervises, consults with, evaluates and provides training to support staff working with the child in the child care setting
9. Facilitates the transition to and from supported child development by involving parents/legal guardians, child care and other health, education and community service providers
10. Evaluates the children's progress, reviews the level of support needs and individual plans, and ensures that services are coordinated, inclusive, appropriate and accessible
11. Develops, locates and provides information and resources to families, child care providers and the public on topics related to inclusive child care and children who may require extra support through workshops, presentations and print materials
12. Participates in/leads appropriate departmental, CDC and inter- agency meetings
13. Submits statistical data and other information in accordance with established policies and procedures as required by management and the Ministry of Children and Family Development (MCFD)
14. Refers families to other community services and professionals as required
15. Participates in continuing education opportunities to stay abreast of developments in early childhood education and supported child development to establish and maintain current professional practice
16. Performs other related duties as assigned

Date Prepared: March 2010

Date Reviewed: April 2010

Date Revised: May 2010

Date Reviewed: May 2012

Date Revised: June 2012

Date Reviewed: July 2022

Date Revised: July 2022