

# EARLY CHILDHOOD INTERVENTION CONSULTANT

## Job description

*Transitions is a non-profit charitable organization supporting children with developmental delay and/or disabilities. Our purpose: to support people with developmental disabilities in St. Albert and area to live, work and play. We: create and provide opportunities to enhance skills and independence; facilitate mutually beneficial connections and relationships with the community; connect, network, and secure resources to advance and enhance our services. Our Core Values: Diversity, Connection, Community, Teamwork, Inclusion & Belonging.*

Early Intervention uses a family-centered approach, which builds upon existing child and family strengths and responds to family identified support needs and priorities. Services are typically provided in the family home and in small community groups.

**We are seeking a talented and passionate Early Childhood Intervention Consultant.** This position is a front line position, providing a variety of services that support families who have a child, birth to 3 ½ years of age who is experiencing delays in their development or who has a diagnosed developmental disability.

**This position is Part Time 28 hours per week, 44 weeks per year (September to June). ECIP offers core summer services for 8 weeks during July and August. Consultants work 1 days a week for 4 weeks during this time.**

### Duties and Responsibilities:

1. Share information and knowledge on child development and address areas of concern raised by parents.
2. Administer child development screening tools as required/needed.
3. Develop and implement service plans with families that address child and family strengths and areas requiring further development.
4. Provide strategies that will support children's development through natural learning opportunities.
5. Plan and provide opportunities for children to learn through play by offering groups on site and within the community.
6. Provide opportunities for families to network with other parents.
7. Develop partnerships and provide direct support to community agencies that offer age appropriate activities and programs for children.
8. Establish and maintain good communication with all partners and professionals. Attend meetings/ case conferences as required.
9. Provide families with information regarding community resources.
10. Facilitate and support families with accessing additional services.
11. Support the transition from Early Childhood Intervention to Early Learning Programming (ages 3.5 - 6 years)

12. Establish and maintain case files, ensuring all files are kept confidential, organized and current.
13. Prepare and submit monthly statistical information to the Supervisor, Family Supports.
14. Prepare monthly program report to the Supervisor, Family Supports; and Director, Children and Adult Services.
15. Provide all aspects of service delivery in a timely and professional manner.
16. Maintain a well organized work site and ensure all resources are current, user friendly and developmentally appropriate.
17. Assist in monitoring program effectiveness and parent satisfaction.
18. Assume other appropriately assigned responsibilities.

**Qualifications/Knowledge/Skills/Abilities/Competencies:**

1. Diploma/Degree in Early Childhood Development, Disability Studies or related field of study.
2. Enhanced knowledge of child development.
3. Extensive experience working directly with young children and families, preferably children with disabilities/developmental delays.
4. Knowledge/Experience in administering Developmental Screening tools.
5. Experience working with a multidisciplinary team including speech language pathologist, occupational and physical therapists etc.
6. Valid Drivers License and a reliable vehicle.
7. A satisfactory Criminal Record and Child Intervention Record Checks.
8. Emergency First Aid Level C CPR.
9. Excellent interpersonal and communication skills.
10. Experience with group facilitation.
11. Commitment to ongoing professional development
12. Ability to work independently with minimum supervision.
13. Well organized and motivated.

Job Types: Part-time, Permanent

Pay: \$28.09-\$36.96 per hour

Expected hours: 28 – 35 per week

Benefits:

1. Company events
2. Dental care
3. Disability insurance
4. Employee assistance program
5. Extended health care
6. Life insurance
7. On-site parking
8. Paid time off
9. Wellness program

Flexible language requirement:

1. French not required

Schedule:

1. Day shift
2. Evening shift
3. Monday to Friday

Work Location: In person at the Transitions office in St. Albert

Expected start date: 2024-09-09

Please send resumes and cover letters to [apply@transitions-ab.org](mailto:apply@transitions-ab.org)