

POSITION TITLE: Resource Consultant- Maternity Leave Coverage

Employment Type (FT,PT,Contract): Contract

Rate of Pay: TBD

Job Location: Niagara Region

Hours of Work: M-F 8:30-4:30

Start Date: October 18/19

Application Deadline: October 4/19

COMPANY NAME: Strive Niagara

Street Address: 285 East Main St.

Phone: 905-735-2566

Fax: 905-714-0337

Email: admin@striveniagara.ca

Website: www.striveniagara.ca

General Description of Duties:**JOB DESCRIPTION:**

The Resource Consultant plans and implements individual program plans for each identified child with special needs. Working directly with staff, children and parents to provide a positive learning environment that meets each child's individual needs and developmental levels. Working as part of a team, participating with community agencies to promote early identification and intervention.

KEY DUTIES and RESPONSIBILITIES:

The following duties describe the typical and primary functions of the Resource Consultant position and should not be considered to encompass all required tasks.

Supports to Individuals and Families:

- Recognize and support families at risk
- Advocate and support families with children with special needs
- Provide and facilitate positive parenting practices through parenting groups and discussions
- Administer screening tools and assessments as required
- Make referrals to appropriate agencies based on the needs of the individual families

- **Develop and support the implementation of Individual Goal Plans, monitor and update as goals are met, establishing new goals; ensure parental involvement in the Goal Plan process**
- **Consult and provide support for adaptations to the program to reflect all children's needs**

Administration:

- **Ensure accurate and detailed documentation of consultations are maintained at all times**
- **Consult and meet with staff on an ongoing basis to ensure the children's needs are being met through Class Wide Adaptive Program Planning model**
- **Completes Rating Scales in all STRIVE NIAGARA programs; when time permits supports are provided to Healthy from the Start and Brighter Futures programs**
- **Recognize the importance and participate in fund raising activities within a non profit organization**

Coordination:

- **Attend and actively participate in staff meetings and community meetings when required**
- **Work effectively as an interdisciplinary team member**
- **Work as part of the team with Executive Director, Director of Operations, Supervisors and Staff**
- **Access community resources and share information with staff**
- **Collaborate professionally with community agencies**

Education and Professional Development:

- **Keeps abreast of developments in the field by attending relevant conferences, seminars and workshops and by individual research.**

Committee/Agency/Community Contact:

- **Assists with referrals to educational organizations, therapist and community services upon request of parents.**
- **Facilitates transition to school reports and through assisting parents with meetings, follow-up phone calls and visits.**

Skills and Experience Required:

EDUCATION:

Resource Teacher Certificate required

Two year College diploma in Early Childhood Education

Registered with the Ontario College of Early Childhood Educators

QCCN training

EXPERIENCE:

Minimum of two years experience in a preschool program

Experience working with children with special needs

Experience with Parent Involvement program

CPR and First Aid certifications

Current and clear Vulnerable Sector Police Check

How to Apply:

Apply via email with resume and cover letter to admin@striveniagara.ca by October 4/19

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