



JOB POSTING

Resource Consultant 14 Month Contract

Department: All Kids Belong Program (AKB)
Reporting To: Program Manager, All Kids Belong Program
Location: St Thomas-Elgin
Position available: ASAP and until December 31, 2023
Current work hours: 40 hours per week
Salary: As per collective agreement
Application deadline: October 14, 2022

POSITION SUMMARY

Reporting to the All Kids Belong (AKB) Program Manager, the Resource Consultant supports the choices and priorities of families as stated in the Family Service Plan as well as provides consultation to child care programs in the community, in order to accomplish the inclusion of children with special needs in licensed child care programs, Family Centres and authorized recreational programs. The Resource Consultant will work to enhance the child care provider's skills and strengthen the primary relationship between family and child care program.

RESPONSIBILITIES

1. To provide consultation to families:
 - work with families to facilitate and coordinate service delivery (including transitions)
 - research and provide information and resource materials to parents
 - communicate with families and facilitate the development of the Family Service Plan that is based on the priorities of the family
 - find appropriate ways to communicate with each individual family
 - maintain professionalism and confidentiality with all families
2. To provide consultation to licensed child care programs, Family Centres and authorized recreational programs:
 - research and provide information, resource materials to licensed child care staff as necessary and appropriate
 - communicate strategies and activities that are based on the priorities of the family and/or child care program

- maintain professionalism, confidentiality and an awareness of policies at the child care program
 - utilize a variety of methods (ex. role modeling, written materials, workshops, checklists, etc...) to strengthen skills of child care staff
 - encourage child care staff in developing and promoting an inclusive environment for all children
 - empower child care centres to develop communication with community partners (e.g., therapists, social workers, public health nurses, etc.)
3. Provide consultation to the community:
 - develop and present training/community awareness workshops
 - promote the All Kids Belong philosophy of inclusion through community contacts
 - maintain professionalism at all times
 - maintain good working relationships with all professionals
 - participate in community case conferences as directed by families and other professionals
 4. Adhere to all policies, procedures and collective agreements of the agency:
 - ensure that monthly stats are completed
 - report pertinent information to immediate supervisor
 - attend staff meetings and participate in discussions
 - follow through with policies and procedures of the organization
 - maintain confidentiality at all times
 - participate in the development and implementation of the goals of the All Kids Belong program
 - participate in the program evaluation efforts
 5. To promote ongoing professional development:
 - attend professional development opportunities
 - an awareness of new resource materials and information
 - maintain good working relationships with all staff in order to share expertise and resources
 - supervise placement students as assigned by the Manager of All Kids Belong
 6. Effective communication skills
 - provide written reports for families and appropriate agencies as requested
 - communicate (oral and written) in a concise, appropriate manner
 - demonstrate effective listening skills
 - exchange information and provide mentoring opportunities with colleagues and other professionals
 - maintain open lines of communication
 - ability to access and utilize computer and appropriate programs

QUALIFICATIONS

1. Registered Early Child Care Educator plus Resource Consultant Certificate or other postsecondary program of studies approved by Ministry that is both theoretical and practical and that relates to the needs of children with special needs.

2. Must have extensive previous work experience (five years or more) providing developmental and/or early learning services to children with various special needs and their families, caregivers and/or teachers in childcare programs licensed under the Child Care Early Years Act.
3. Must be experienced in planning, implementing and following through on classroom programming to fulfill Family Services Plans for children 0-6 with special needs. Experience developing Family Service Plans in conjunction with parents and other professionals is an asset.
4. Excellent written/verbal communication skills and demonstrated computer skills for accessing and updating computers records, typing reports, etc.
5. Demonstrated experience and ability in making presentations and in preparing and presenting training or education programs, workshops or similar professional development to adult learners.
6. Innovative, good problem solving skills and strong commitment to consumer advocacy.
7. Access to a reliable vehicle for work.
8. Able to work flexible hours, including evenings and weekends.
9. A current certificate in First Aid and CPR.

HOW TO APPLY

Please send a current resume electronically to lcross@merrymount.on.ca or by mail to 1064 Colborne Street, London, Ontario N6A 4B3

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