

## United Native Friendship Centre Job Description

Position Title: <b>Resource Consultant</b> (Registered Early Childhood Educator)	<b>Date Created:</b> August 2012
<b>Job Class 4</b>	<b>Date revised:</b> October 2021

**Immediate Supervisor:** Abinoojii Gamig Supervisor/Team Lead or Designate

**Position Summary:** The Resource Consultant is accountable to the United Native Friendship Centre and responsible to the policies and direction as determined by the UNFC Board of Directors and Executive Director.

The Resource Consultant will ensure that the goals and objectives and overall policy of the UNFC and the Abinoojii Gamig Child Care Centre are adequately met, providing support to all programs.

**Roles:** To ensure the effective transition and development of children with identified/unidentified special needs and support their families. This includes but is not limited to supporting, educating, and working with the centre's children, parents/guardians, staff, and other professionals in the service field to provide a positive learning environment that meets each child's individual needs. The Resource consultant acts as a resource to families of children with special needs by providing information, support, education, referral, and advocacy.

**Qualifications:**

- Diploma in Early Childhood Education and Resource Consultant Certificate or working towards it (with a commitment to complete program as per Ministry requirements)
- Experience working with children with special needs
- Effective oral and written communication skills
- Sensitive to the culturally based activities, teachings, and practices of UNFC (ie. Smudge, Drumming, Ceremonies etc.)
- Must be familiar with the Ontario Child Care and Early Years Act 2014
- Satisfactory Vulnerable Sector check
- Immunization Record (must be up to date/current)
- First Aid/CPR certification (must be up to date/current)

## **Responsibilities:**

The following duties/responsibilities 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/Programming:**

- Recognize and support families at risk
- Advocate and support families with children with special needs
- Develop close working relationship with parents/guardians, families and partnering agencies/service providers.
- Conduct initial and follow-up meetings with parents/guardians enrolling their children in the centre who are experiencing challenges with their child's development.
- Provide direct services to children with special needs in one or more of the following areas: Cognitive development, Communication skills, Social and Emotional Development, Self-Help/Adaptive Skills, Fine and Gross Motor Skills
- In partnership with families, initiate referrals and coordinate/case manage outside professional services for the children as needed.
- Administer screening tools and assessments as required
- Develop and support the implementation of Individual Support Plans, identify strengths and goals, monitor and update as goals are met, establish new goals, ensure the parents/guardians are involved in the process.
- Consult and provide support for adaptations to the program to reflect all children's needs.
- Incorporate recommendations from outside service providers to support the development and implementation of the child's Individual Support Plan.
- Respond to staff and/or parent's/guardian's concern related to the developmental issues in children.

## **Administration/Documentation/Reporting:**

- Work independently to carry out daily tasks to coordinate, implement and support the children and staff for smooth functioning of the program(s).
- File maintenance – ensuring the Individual Support Plans are current and updated and any additional reports, assessments, referrals, etc., are located in the child's file.
- File maintenance – ensuring that all of the required licensing requirements are met in regard to file maintenance and the Special Needs Resourcing Program (i.e., required documents are completed, forms/documents are signed and dated, all required consent forms are completed and filed accordingly, etc.,).
- Follow and adhere to all policies and procedures as required by the Child Care and Early Years Act 2014 (CCEYA), the Child Care Licensing Manual (CCLM), and the Abinoojii Gamig Child Care Centre.

**Coordination of Supports and Services:**

- Attend and actively participate in staff meetings
- Consult with and meet with staff on an ongoing basis to ensure the children’s needs are being met and provide supports and strategies for the staff to utilize within the program rooms.
- Provide on-going training and support to assist staff in supporting the full inclusion and development of children with special needs.
- Act as a role model and support staff within the childcare centre on items relating to inclusion, developmental disabilities and behavior management.
- Working as a team, help develop and carry out children’s Individual Support Plan (ISP) with parents/guardians, Supervisor and Assistant Supervisor, Early Childhood Educators and other involved professionals/service providers.
- Possess ability/knowledge to provide or direct parents/guardians and staff to needed resources and information.
- As requested, attend meetings to support families and advocate for services (transition to school meetings, consultations with outside professionals, etc.,).

**Other:**

- Other related duties as requested by the organization

**Evaluation:**

The position will be evaluated after completion of 3- and 6-month probationary periods and then on an annual basis thereafter. It will be based on the UNFC standards of performance and specific goals of the program as agreed upon by the Board of Directors and the Executive Director.

By signing this document, I acknowledge that I have read, understand and agree to the above description related to my position at the United Native Friendship Centre.		
Employee Name:		
Employee Signature:		Date: