



Tsi ionterihwaienhstahkwa ne Kahwatsiranó:ron
Step By Step Child and Family Center
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JOB DESCRIPTION

General Information

Job Title:	Coordinator of Inclusive and Clinical Programming
Sector:	Management
Terms:	Indeterminate
Date of Job Description:	August 2023
Date of Revisions:	August 2023, March 2024

The Incumbent

Name of Incumbent:	
Date of employment:	
Immediate Supervisor:	Natalie Beauvais, Executive Director

General Description of the Job

Under the direct supervision of the Executive Director, the Coordinator of Inclusive and Clinical Programming is responsible for the service development, coordination and clinical supervision of a multi-disciplinary professional team providing services to children experiencing global developmental challenges including, neuro-diversity, social-emotional dysregulation and issues related to trauma.

Responsibilities	Tasks
<p>Coordination of multi-disciplinary service team and program.</p>	<ul style="list-style-type: none"> - Ongoing development, coordination and evaluation of culturally relevant center based screening, assessment process as delivered by the Resource and Classroom teams; - Direct implementation of non-standardized assessments to determine children’s strengths and needs; - Coordination of the collaborative development of IEP (Teacher, Resource and Family); - Direct consultation to Resource and classroom teams and parents regarding strategies for supporting the child to achieve objectives; - Supervision of the Resource Team members; - Coordination of intake process for external sources of referral including KSCS (Community Services), KMHC (Kateri Memorial Hospital Center), Montreal hospitals and other referring agents such as the courts and Doctors; - Liaison and coordination of the development of a service plan for the child and family.
<p>Coordination of family support services.</p>	<ul style="list-style-type: none"> - Ongoing development of an inclusive, trauma-informed framework for the delivery of family support services; - Supervision and direction to family support worker enabling the creation of individual family support plans as well as a center-based approach to engage and welcome all families.



Responsibilities	Tasks
Coordination and Supervision of external Specialist Service providers (incl., Occupational Therapist; Physiotherapist; Art Therapist; Speech Therapist, and others as required).	<ul style="list-style-type: none"> - Directing and coordinating the collaborative organization of the delivery of services within the Step By Step service delivery framework (culturally relevant, inclusive and trauma-informed); - Ensuring that specialists function in a capacity-building fashion to ensure the transfer of knowledge to classroom teams and parents.
Transition to Kindergarten.	<ul style="list-style-type: none"> - Coordinating the development of a transition plan for children with challenging needs with Kahnawake Education Center Schools and others both within and outside of the community; - Coordinating the internal process for supporting the transition of children and the delivery of Family Support as required.
Staff development and parent education.	<ul style="list-style-type: none"> - With the Supervisor of Program Services, to engage in ongoing consideration of staff development needs; - With the Resource Staff and Child and Family Support Worker to determine parent education needs and interests; - Develop and provide training related to areas of expertise; - Determine and organize training to be provided by specialists (psychologist, speech and language, school nurse, health professionals);



Responsibilities	Tasks
To participate in Community-based collaboration.	<ul style="list-style-type: none"> - Collaborates with other organizations; - Maintains active participation in relevant working groups such as Connecting Horizons; - Maintains good community relations; - Establishes and maintains links with individuals and organizations external to the community which service our children and families.
To perform any and/or other job related duties as required by the position.	<ul style="list-style-type: none"> - The duties must be job relevant and related to the Vision, Mission and Mandate of the center; - All duties will take into consideration the knowledge, skill and ability of the individual.

Working Conditions
<p>The employee must be familiar with the use of general office equipment such as: computer, printer, fax machine, laminator.</p> <p>The employee is expected to work in different temperatures settings (i.e. indoors and outdoors).</p> <p>The employee must be able to work under pressure and in high stress situations. Some overtime may be required in order to meet deadlines.</p> <p>The employee is regularly expected to sit, stand, crouch, kneel and lift while performing the duties of the job.</p> <p>The employee may be required to implement holding techniques when dealing with a child in distress or at risk of being hurt or hurting others. Training will be provided.</p>



Contacts

Executive Director: to work under the direct supervision

Supervisor of Program Services: to collaborate coordination and planning

Teaching Staff: to provide clinical support and direction

Resource Staff: to provide clinical support and direction

All Staff: to answer or direct any job related inquiries to appropriate person

Children and Families: to discuss any classroom procedures, child and/or family matters/concerns

Internal/External Committees: to participate and contribute on Health and Safety, Child Safety, Emergency Preparedness Committee, Fundraising and any other of interest

Accountability

- To maintain a high quality inclusive early childhood program.
 - To provide a stimulating environment for the teaching and support staff.
 - To maintain confidentiality.
 - To adhere to the safety of children, staff and parents when on premises.
 - To maintain a positive image of the center for the public, families, and children.
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Qualifications

Certification and/ or level of formal education:

- Master’s Degree in Psychoeducation or a related field (Membership or acquired rights in a professional order preferred)
- Experience working in and/or providing consultation in an early childhood environment
- Knowledge of and/or utilization of an Inclusive, Response to Intervention and trauma-informed professional practice model
- Circle of Security Training (as required)
- Must not be guilty of a criminal offense in a matter related to the job

Skills requirements:

- Strong leadership and interpersonal skills
- Ability to develop, collaborate and build positive, supportive and respectful relationships with colleagues and families
- Experience working with children who have a range of abilities and needs including children with disabilities and social-emotional challenges
- Ability to demonstrate initiative, creativity, flexibility and sensitivity
- Experience in supervision and organization
- Knowledge of program development and planning
- Experience and knowledge in Inclusive Education practices
- Must possess strong oral and written communication skills
- Computer software working knowledge of (i.e. Outlook, MS Office Programs, etc.)
- Knowledge of Kanien’keha culture and language is an asset, willingness to learn is essential
- Capable of working in English and working knowledge of French is an asset

Signature of Incumbent

Executive Director

Date

Date

