



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

JOB TITLE:	Resource Consultant
DURATION:	Immediate to March 31, 2023 (Yearly renewal at April 1 st based on Jordan's Principle Funding)
TERMS:	Professional Services Agreement Thirty (30) hours per week Work schedule is determined in consultation with the SBSCFC Liaison Person
SBSCFC LIAISON(S):	1. Melissa Lasante, Pedagogy/Resource Services Coordinator 2. Natalie Beauvais, Executive Director

GENERAL ACCOUNTABILITY

The professional is responsible for supporting the global development and overall well-being of children who have, or at risk of developing difficulties in their interactions with their environment (family, childcare center, school, social relationships, etc.).

Responsibilities	Tasks
<p>To act in an advisory capacity to those working with children ages 18 months up to 6 years old;</p>	<ul style="list-style-type: none"> - Advises the management of the efficient support strategies to mobilize and support the educators in their continued efforts to improve their practices; - Advises management on the use of relevant observation charts to support the educators with observations, planning and educational interventions; - Conducts child observation/screening and collaborates in the preparation of IEP for children attending SBSCFC; - Provides IEP support to Resource; - Reviews and signs off on IEP; - Attends Clinical meetings; - Conducts research and recommends appropriate screening and assessment tools for use with children and families; - Collaborates with the Resource and Clinical Teams on best practices in the field of intervention and determining ways in which specialist intervention can be augmented; - Provides input/feedback in the development of transition plans for children with challenging needs; - Performs duties in respect to Bill 21; - Develops, monitors and evaluates policies and procedures related to, but not limited to; child containment and holding and support protocols; - Uses a Trauma Informed Approach.

Responsibilities	Tasks
To provide services to children who have challenging learning needs and/or behaviors	<ul style="list-style-type: none"> - Evaluates the abilities of the children who are developing or are at risk; - Prepare psychoeducational evaluation reports and communicate the results to the people concerned as requested; - Analyze evaluations and make recommendations for intervention strategies that meet the needs and abilities of the child or family (intervention planning); - Advise management of proper resources or services that meet the identified needs; - Support the Resource Team in adjusting/updating the intervention plan as needed.
Other related duties as related to the Resource Services at the Center	<ul style="list-style-type: none"> - Attends the Connecting Horizons working group as required; - Attends meetings, presentations, training, as required
ACCOUNTABILITY	
<ul style="list-style-type: none"> • To ensure the continuous development and implementation of Independent Education Plan (IEP) in order to support children and families with special and/or challenging needs; • To maintain confidentiality • To adhere to SBSCFC policies and procedures • 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 	
WORKING CONDITIONS	
<ul style="list-style-type: none"> • The individual will have access to a computer/workstation within the SBSCFC building. • The individual must be familiar with the use of general office equipment such as: computer, printer, fax machine, laminator. • Regular in-person and/or online meetings required • Moderate to high stress • The individual may be expected to work in different temperature settings (i.e. indoor and outdoor) 	

CONTACTS

Pedagogy/Resource Services Coordinator: reports to/liaises with

SBSCFC Executive Director: liaises with

SBSCFC Resource and Clinical Teams: To consult with and provides guidance, direction and information on IEPs and intervention strategies

SBSCFC families: to meet with as required

Other organizations: To network and share strategies, information and advice.

QUALIFICATIONS

Certification and/ or level of formal education:

- Master's Degree in Psychoeducation and be a Member in good standing of the OPPQ (Ordre des Psychoéducateurs du Québec) OR
- Master's Degree in another related field would be considered however the individual must be a member of another professional order;
- Must possess acquired rights with regards to Bill 21;
- Work experience in an Inclusive Early Childhood Education field is an asset;
- Must provide copy of a recent (within past 6 months) police/background check results when request

QUALIFICATIONS (CONT'D)

Skills requirements:

- Ability to manage a professional practice in a rigorous and relevant manner according to current standards, as per relevant Order;
- Strong communication both spoken and written (proficient in English)
- Ability to work effectively in a team oriented and multi-disciplinary environment and within a cross-cultural situation;
- Ability to develop communicate, collaborate and build positive, supportive and respectful relationships with colleagues, families and inter-disciplinary professionals;
- Experience working with children who have a range of abilities and needs including children with disabilities and social-emotional challenges;
- Experience and knowledge in: Inclusive Education practices; Supporting children in early childhood education having various developmental disabilities; working with complex family needs;
- Knowledge and understanding in the First Nations Culture and history and how it pertains to multi-generational trauma and the impacts on child/family development;
- Knowledge of Trauma Informed Approaches;
- Organization skills with the ability to multi-task and prioritize;
- 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;
- Proficient in English (both written and spoken)
- French (written and oral) is an asset

SPECIAL CONDITIONS

_____ I have read and agree to comply with the following three (3) and practices of the center:

- 1. HARASSMENT POLICY**
- 2. DRUG AND ALCOHOL POLICY**
- 3. GUIDE TO PREVENTION AND TREATMENT OF INAPPROPRIATE ATTITUDES AND PRACTICES**

These policies and guide(s) are located in the Public Drive in the Personnel Policy folder, which the Consultant has access to. However should the Consultant wish receive a hard copy, then he/she should see the Human Resources Coordinator.

I have read and agree to the responsibilities, tasks and conditions mentioned in this Job Description:

Incumbent

Date

Pedagogy/Resource Services Coordinator

Date

SBSCFC Executive Director

Date