



Tsi ionterihwaienhstahkwa ne Kahwatsiranó:ron
Step By Step Child and Family Center
P.O Box 771
Kahnawake Mohawk Territory, QC J0L 1B0
Tel: (450) 632-7603
Fax: (450) 632-3357
E-mail: info@stepxstep.ca
Website: www.stepxstep.ca

JOB DESCRIPTION

JOB TITLE:	Social Worker
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 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/liases 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:

- Bachelor's Degree in Social Work and must be a member in good standing of the Ordre des Travailleurs Sociaux et des Therapeutes Conjugaux et Familiaux du Quebec (OTSTCFQ) OR
- Bachelor'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