



Community  
Connections  
REVELSTOKE SOCIETY

## JOB POSTING

March 2023

### Internal/External Posting

**Position Title:** Supported Child Development Coordinator – Maternity Leave 12-18 months

**Reports to:** Co-Directors of Family Services

#### **Job Description:**

The Supported Child Development Coordinator provides consultation and support to families with children and youth with identified special needs and diversabilities. This position is a part of the Family Services Team working with the Child Development Group (services from pre-natal to adulthood transition) and receives supervision from the Clinical Supervisor.

#### **Key Duties and Responsibilities:**

1. Collaborate with families in identifying the appropriate supports and services required for them and their child.
2. Facilitate individual and group services for children and their families.
3. Collaborate with families in the development and implementation of Individual Service Plans.
4. Provide initial and ongoing assessments of children's development and support needs.
5. Consult with families in identifying the necessary supports for their child to participate in community and school programming.
6. Participate in staff training and Family Service team Meetings as well as relevant education forums, and seminars.
7. Collaborate with other community service providers in the development and implementation of services and supports for children and families.
8. Support and facilitate transitions for children, youth, and adult clients.
9. Develop and implement Family Support, Respite, Child Support, and Transition services for families.
10. Provide information, resources, and suggestions to support inclusive, family centered, and culturally appropriate practices in community, school, and residential resource settings.
11. Make referrals to other community services as appropriate.
12. Complete tasks related to documentation requirements, agency policies, and service contract requirements.





13. Practice within agency values, philosophy, and social justice informed ethics, and pursue and maintain current developments in the fields of social work, lifespan development, and behavioral planning.

### **Qualifications:**

#### **Education/Certification**

- Undergraduate or equivalent work experience in a related field of study, including:
  - Disability and Applied Behaviour Analysis
  - Early Childhood Education
  - Child and Youth Care
  - Social Work or Psychology
  - Special Education
  - Community Support Worker

#### **Organization Competencies**

- Excellent interpersonal skills
- Demonstrates the ability to teach skills and work effectively with others
- Excellent written and verbal communication skills
- Strong time management skills
- Proficient in basic computer skills, record keeping, and scheduling
- Maintain up to date file information for each child and family.

#### **Experience Required**

- This position is required to work in a stressful environment, often dealing with clients in a crisis situation. Work may be conducted outside normal office hours depending on client's availability.
- Complete and keep updated Criminal Record Checks
- Willingness to obtain and maintain current OFA Level 1
- Valid Driver's Licence with a clean driving record (provide annual Driver's Abstract) is an asset

**Wage:** In accordance with the Community Connections Wage Grid and qualifications/experience

**Benefit Packages:** Comprehensive medical and dental benefit packages available based on eligibility and completion of probationary period

**Location:** Main Office

**Hours:** Full Time - 34 hours per week





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**Closing Date:** Open until filled

**Start Date:** As soon as possible

**Applications must include a current resume with a cover letter stating your qualifications and education for the posted position.**

Apply now [online](#), via email: [hr@community-connections.ca](mailto:hr@community-connections.ca) or in person.  
[Ph: 250 837 2920](tel:2508372920)

Community Connections is a CARF accredited organization

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Community Connections serves a diverse population, and our staff reflects this diversity. We recognize the unique skills and perspectives each individual brings. As an employee you embrace Community Connections' values, vision and mission while treating individuals as leaders in their own lives; you contribute to an environment of continuous learning and seek to join a compassionate and supportive workplace.

### **Mission Statement**

Community Connections (Revelstoke) Society supports individuals and families in our community to thrive by providing and advocating for accessible, responsive social services.

### **Values Statement**

In providing our services we value:

- ❖ Diversity
- ❖ Belonging
- ❖ Individuality
- ❖ Respect
- ❖ Human Dignity
- ❖ Relationships
- ❖ Connection to Community
- ❖ Individuals & Families

### **Vision Statement**

People belong and are supported by our high quality, responsive and socially just services.

