



JOB POSTING

May 2024

Internal & External Posting

Position Title: Infant Development Program Coordinator (Temporary Contract)

Reports to: Executive Director

Job Description:

The Infant Development Program Coordinator provides consultation and support to families with children 0-6 years with identified special needs and diversabilities. This position is a part of the Family Services Team and receives supervision from the Executive Director and Practice Support.

Key Duties and Responsibilities:

- Provide initial and ongoing assessments of children's development and support needs.
- Collaborate with families in identifying the appropriate supports and services required for them and their child.
- Collaborate with other community service providers in the development and implementation of services and supports for children and families.
- Schedule and facilitate groups that provide, complement and/or support the principles of infant development.
- Make referrals to other community services as appropriate.
- Provide information, resources, and suggestions to support inclusive, family centered, and culturally appropriate practices in community, school, and residential resource settings.
- Complete tasks related to documentation requirements, agency policies, and service contract requirements.
- Participate in staff training and Family Service team Meetings as well as relevant education forums, and seminars.
- 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:

Minimum Education/Certification

- Diploma in Early Childhood education or related field.
- One year of experience working with infants and young children and their families.





Preferred Education/Certification

- BA in early childhood development or a related field (e.g. psychology, social work) OR
- Certificate infant development and supported child development (UBC).
- One year of experience working with infants and young children with atypical development and their families.

Occupational Competencies

- Excellent interpersonal, written and verbal communication skills.
- Demonstrates the ability to teach skills and work effectively with others.
- Strong time management skills.
- Proficient in basic computer skills, record keeping, and scheduling.

Experience Required

- Experience in family centred service, early intervention, typical and atypical child development, family support and individual planning.
- Administering formal and informal developmental assessment tools.
- Competency in principles and techniques of early intervention in delay development.
- Experience in working with families with infants with a disability or delay.

Other Requirements

- Complete and keep updated Criminal Record Checks.
- Willingness to obtain and maintain current OFA Level 1.
- Have a valid Driver's License with a clean driving record (provide Driver's Abstract).

Wage: In accordance with the Community Connections Wage Grid and qualifications/experience – Grid Level 3 (\$26.68 - \$31.06) or Grid Level 4 \$28.06 - \$32.51.

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

Location: Main Office

Hours: Full Time – up to 34 hours per week

Closing Date: Will stay open until filled

Start Date: Immediately

Contract End Date: September 15, 2024 with possibility of extension

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

Apply via email: hr@community-connections.ca

Please note only shortlisted applicants will be contacted





Community Connections is a CARF accredited organization

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 professional, compassionate and supportive workplace.

Mission Statement:

The Mission of Community Connections (Revelstoke) Society is to offer support to individuals and families in our community to thrive by providing and advocating for accessible, responsive social services.

Values Statements:

Organizational values are the guiding principles that provide an organization with purpose and direction. We at Community Connections Revelstoke have given careful consideration to our organizational values and embrace the following:

BELONGING:

We value belonging by creating an environment where people are seen and heard.

COLLECTIVISM:

We work together to support equitable well-being.

INTEGRITY:

We demonstrate integrity through relational accountability and commitment.

CREATIVITY:

We cultivate creativity through acts of collective courage and imagination that tend to community needs and honor lived experiences.

Vision Statement

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

2022-2025 Strategic Goals:

SUSTAINABILITY (PROGRAM, STAFFING AND FUNDING)

Community Connections Revelstoke Society is sustainable due to excellence in program delivery, human resource practices and financial planning and management.

SERVICE EXCELLENCE

CCRS is committed to providing excellent services and will not sacrifice quality for quantity.

INTRA-ORGANIZATIONAL NARRATIVE

We have an internal ecosystem that creates a culture of belonging, celebrates past successes, growth and embeds the organizational values.

ORGANIZATIONAL VALUES

The CCRS will identify and define our values, and they will serve as a filter for all our decisions including work plans, staff evaluations, hiring practices, and Board attraction and retention.

ADVOCACY

The CCRS will become more visible in the community by raising our profile and expanding our engagement.

