



JOB POSTING

December 2024

Internal/External Posting

Position Title: Supported Child Development Coordinator

Reports to: Executive Director Or Designate

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:

Consultancy duties:

1. Collaborate with families in identifying the appropriate supports and services required for them and their child.
2. Collaborate with families in the development and implementation of Individual Service Plans.
3. Provide initial and ongoing assessments of children's development and support needs.
4. Consult with families in identifying the necessary supports for their child to participate in community and school programming.
5. Consult with other community service providers in the development and implementation of services and supports for children and families.
6. Support and facilitate transitions for children, youth, and adult clients.
7. Provide information, resources, and suggestions to support inclusive, family centered, and culturally appropriate practices in community, school, and residential resource settings.
8. Make referrals to other community services as appropriate.
9. Complete tasks related to documentation requirements, agency policies, and service contract requirements.





10. 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.

Coordination Related Duties:

The Supported Child Development Coordinator will need to be able to analyze clients' needs and manage financial, material, and human resources in order to provide a quality service that is adapted to the family.

1. Understand SCDP contract guidelines and funding
2. Assess clients' needs
3. Schedule support staff to provide the appropriate services
4. Comply with employee standards
5. Support staff on a daily basis
6. Ensure that staff have the tools and resources to accomplish their task within the quality and safety requirements
7. Debrief with staff on complicated situations
8. Ensure that employees respect internal policies, rules and regulations
9. Provide MCFD with monthly stats reporting
10. Work with finance to ensure respect of budget
11. Facilitate individual and group services for children and their families.
12. Participate in staff training and Family Service team Meetings as well as relevant education forums, and seminars
13. Develop and implement Family Support, Respite, Child Support, and Transition services for families.

Qualifications:

The preferred qualifications are:

- BA in early childhood development or related field (e.g. Child and youth care, psychology, social work, education) or;
- Certificate in Infant Development and Supported Child Development (UBC)

Minimum qualifications required:

- Diploma in Early Childhood Education, or related field, **and**;





- Three years of work experience in inclusive child care including experience with community-based, multi-disciplinary services.
- Current Child Care Facilities and licensing approved first aid certificate.

Will be considered as an asset:

- Undergraduate study in management
- 2 years or more acting in a management role

Organizational Competencies

- Excellent interpersonal skills
- Understanding of family-centered service, early intervention, child development, family support and planning
- Use a cultural safety framework when working with indigenous children, families and communities
- 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
- Positive leadership, solution oriented
- Well organized
- Exercise independent judgement and initiative
- Team player, able to work in a multidisciplinary team and find the best solutions for family

Not a requirement, but will be consider as an asset:

- Experience with ADP workforce software
- Experience with Humanity software

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 License with a clean driving record (provide annual Driver's Abstract) is an asset.





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Wage: In accordance with the Community Connections Wage Grid and qualifications/experience –Grid Level 4 starts at \$28.06.

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: Open until filled

Start Date: as soon as possible

End date: July 11th, 2026, with the 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

