

**INCLUSION POWELL RIVER
JOB DESCRIPTION**

Job Title: **SUPPORTED CHILD DEVELOPMENT (SCD) WORKER –
ECE (Early Childhood Education) FOCUS**

Job Contribution:

The SCD Worker – ECE Focus - makes a significant contribution to children and families by providing effective hands on support and assistance in licensed preschool, child care and community programs. He\she helps plan and carry out individually designed programs appropriate to each child to support his/her successful inclusion in programs and activities alongside their peers. This support involves working with all children within the setting to promote and support inclusion and successful experiences for all involved. The SCD Worker may also, where appropriate, develop and support peer group activities that can promote and support the individual goals of the children involved. The SCD Worker uses and promotes a family centred approach and assists parents\caregivers in helpful strategies to understand and meet the needs of their child and their family. He/she also works with centre operators and staff within the program setting to support the goals of each child/youth on caseload. The SCD Worker is a dedicated and knowledgeable member of a comprehensive organization wide support team. As such, when deemed qualified with appropriate skills and abilities, he/she may provide services to individuals in related programs including youth programs, when required. The SCD Worker is familiar with and participates in ensuring that the strategic goals of the agency are met.

Division: Child and Family Services

Reporting Relationships: Typically, the SCD Worker – ECE Focus - reports to the Supported Child Development Coordinator.

Classification: Early Childhood Educator

Grid Level: 10

KEY DUTIES AND RESPONSIBILITIES:

1. Works as a team member with staff and operators in settings where children and youth have been placed to plan and implement strategies and activities for inclusion. Encourages and

provides modeling/mentorship for staff/operators to promote successful involvement and interaction of children/youth with their peers

2. Works as a team member with staff and operators in settings where children and youth have been placed to plan and implement daily activities and experiences to meet goals and objectives as documented in a child's Individual Service Plan
3. Develops as needed and within the parameters of the program, peer group activities to support the needs of identified individuals.
4. Works as a team member to provide culturally appropriate daily experiences that support and promote the development of all children in the setting
5. Encourages and models social interaction with peers
6. With families and team members, contributes to the development of Individual Service Plans
7. Participates in on-going evaluations of plans, goals and objectives. Participates in team meetings
8. Completes observations and informal assessments as designated in a child/youth's individual service plan
9. Supports and facilitates transitions to other programs including school
10. Maintains regular communication with parents
11. Assists children with physical and health care needs including diapering, toileting, eating, and including the safe dispensing of medication in keeping with INCLUSION POWELL RIVER policies, the Operations Manual and designated on site procedures.
12. Arranges and/or provides safe transportation for children when necessary.
13. Completes daily notes as required. Prepares reports as required (i.e. monthly, annual). Maintains records, documentation and reporting as required by the Funder, the Operations Manual, CARF Standards and INCLUSION POWELL RIVER polices or as requested by the Co-ordinator or Administration office. Ensures all required documentation is accurate, objective, complete and timely and in keeping with INCLUSION POWELL RIVER standards. Uses Sharevision proficiently to maintain the records of persons served, to keep others involved with the individual up to date and to stay current with agency and program updates reported in Sharevision Announcements and on the program home page. Checks e-mail regularly. Adheres to INCLUSION POWELL RIVER technology policy and policy related to records of persons served.

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14. Responds immediately to emergencies including incidents of child abuse, in accordance with Funder Guidelines, INCLUSION POWELL RIVER policies and procedures using common sense and good judgement at all times.
15. Contributes to building capacity with Aboriginal communities
16. Administers program monies where assigned in accordance with INCLUSION POWELL RIVER policies, procedures and budgets.
17. Contributes to an effective staff team to ensure the delivery of quality services. Fosters positive working relationships with fellow team members and other staff of INCLUSION POWELL RIVER. Develops and maintains positive relationships with members of the ECE community. Develops and maintains a positive relationship with the Co-ordinator and INCLUSION POWELL RIVER leadership.
18. Strives to maintain an up-to-date knowledge in the field and participates actively in the evaluation process and in training opportunities. Contributes to a learning organization by self reflecting on his/her practice, sharing ideas and contributing to planning and discussions about service, and seeking input and support when concerns or questions arise.
19. Adheres to INCLUSION POWELL RIVER policies and procedures. Understands the Service Principles, the Community Care Licensing Regulations, CARF standards and Ministry Guidelines and ensures that all of these important documents form the basis for all work performed. Ensures Licence to Practice as an Early Childhood Educator in BC is maintained.
20. Is familiar with the performance improvement outcomes for this program and engages with the team in action planning and follow through to support these outcomes.
21. Review the Cultural Diversity Plan annually and participate in training provided by INCLUSION POWELL RIVER.
22. Routinely promote INCLUSION POWELL RIVER's commitment to diversity and respect for cultural diversity in how we interact with clients and colleagues.
23. Performs all other related duties and tasks as assigned

REQUIRED QUALIFICATIONS:

Early Childhood Education certificate and licence to practice in BC and six months experience is required.

REQUIRED ABILITIES:

- Demonstrated ability to develop effective relationships with specific children and their families

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- Demonstrated ability to develop positive working relationships with centre operators and staff in settings where children and youth have been placed
- Demonstrated ability to plan and implement activities that complement centre programming, that include peers beyond the target children, and that support the goals of identified children
- Demonstrated ability to maintain an effective professional relationship with the parents and or caregivers.
- Good oral and written communication skills.
- Proven ability to use personal computer and appropriate software effectively to complete the positions work on time. This includes at a minimum file management, e-mail, internet use and word processing skills.
- Good interpersonal behaviour and communication skills.
- Knowledgeable about the theory of child development, the principles and practices of early childhood education, early intervention, and family centred care.
- Knowledgeable about the theory and practices of the community living sector.
- Good organization, time and general management skills.
- Ability to participate as a member of a team.
- Ability to function independently.
- Knowledgeable of group process and facilitation skills.
- Able to develop and implement group sessions
- Ability to involve children and youth who have developmental disabilities in community activities regardless of medical or behavioural barriers.
- Proven ability to provide support and/or assist in emergencies.

ADDITIONAL QUALIFICATIONS:

Infant Toddler or Special Needs Post Basic Certificate in Early Childhood Education is an asset
 Additional training or education that relate to specific disabling conditions such as autism and FASD is an asset.

REQUIREMENTS FOR ONGOING EMPLOYMENT

Approved Criminal Record Search
 Medical doctor's letter of good physical and mental health
 TB test
 A valid WCB approved First Aid Certificate + Child Safe
 Access to a safe, well-maintained vehicle with appropriate insurance
 Valid unrestricted Class 4 BC driver's license

This position is expected to relate effectively to all children involved in centre activities as well as the staff and operators in these centres and the specific children on caseload. The position requires the ability to manage a full portfolio of clients with different functioning abilities and to adapt to and successfully carry out programming in a range of different centres and programs with different philosophies and ways of operating. Good physical fitness is required. Staff will be expected to engage in a wide range of recreational activities as well as activities of daily living which include walking, running, jumping, swimming,

standing, bending, kneeling, crouching and lifting children. A flexible schedule is required to provide effective support to children and families.

Ergonomic Considerations:

In the execution of duties, the Staff is required to use proper body mechanics and refer to the Risk Assessment and Risk Analysis instructions in the Operations Manual. He / she will execute the following physical activities:

- Assist and support children by walking, running, standing, bending and lifting children
- Engage alongside children/youth in sports activities that may require extended periods of running, jumping, use of fitness equipment, etc
- Assist and support children using walkers, standing frames, wheelchairs and other adaptive equipment:
 - by lifting and transferring
 - by repositioning
 - by shifting body weight
 - by pushing wheelchair (adjusting hand grips to appropriate, comfortable height)
 - by affixing tie-downs in the van (paying attention to headroom and benching required)
- Assist children with braces and splints
- Staff is mindful of the following unexpected movement of a child:
 - by pulling away
 - by resisting
 - by grabbing at furniture and toys while being repositioned
 - by dropping to the ground while being assisted to walk
 - by running away
- Staff is mindful of a child's potential for aggressive behaviours such as:
 - hitting
 - throwing objects
 - biting
 - pinching
 - scratching
 - pushing / shoving
- Staff is required to execute general housekeeping duties such as:
 - dish and toy washing
 - dusting and wiping shelves, desks, filing cabinets, etc.
 - cleaning stove and fridge and microwave oven
 - vacuuming
 - carrying boxes, moving furniture and equipment, creating child friendly environment and décor
- Staff is required to complete office / paper work:
 - desk and chair must be suitable
 - computer station (keyboard / mouse position) must be suitable
 - appropriate use of the telephone with proper body mechanics to avoid neck stress
 - lighting is required

- Staff works in typical child care settings, child's home and community. In doing so, attention must be given to the layout of the child care facility / home; i.e., repeated stair climbing at the office, child care facilities and homes.
- All staff are at risk of aggression while providing assistance with emergencies and crisis intervention.

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