



*The BC Centre for Ability provides community based services that enhance the quality of life for children, youth and adults with disabilities and their families in ways that facilitate and build competencies, and fosters inclusion in all aspects of life.*

## Supported Child Development Program Consultant

**Regular, Full-Time Position Available**

**Classification: Miscellaneous**

**Status: Regular, Full-Time**

**Salary Range: \$25.51 to \$31.82 Hourly**

**Pay Grade: 4**

**Employee Group: HSA**

**Start Date: April 16, 2018**

A regular, full-time Consultant position is available with the Vancouver Supported Child Development Program at BC Centre for Ability.

### Job Summary

- Develops individual plans for children who require additional support in conjunction with parents and child care providers.
- Supports families in making child care decisions.
- Supports and coordinates the services of child development and other community service providers to facilitate the inclusion of children who require extra support in child care settings chosen by their families.

### Responsibilities

- Conducts observation of and gathers information on children who require extra support. Determines the children's type and level of support needs following the guidelines, policies and procedures of the Agency, program, and Ministry and in consultation with parents, child care providers, and other professionals.
- Develops child-specific, family-centred and developmentally appropriate individual plans in conjunction with parents and child care providers; facilitates the joint plan development process.
- Develops, locates, and provides information and training resources to families, child care providers, and the public on topics related to inclusive child care and children who require extra support through workshops, presentations, and written materials on an individual or group basis. Provides families with information on child care options and other community resources.
- Supports families in assessing and accessing services for their children and in self-advocacy.
- Supports and advocates for child care providers' inclusion of children who require extra support by performing duties such as supporting the development and implementation of inclusive philosophies, practices, policies and procedures; providing onsite, child-specific training, consultation, and modeling; and providing information on child care and community resources.
- Assists child care providers in accessing short-term and intermittent extra staffing support that facilitates inclusion based on the required types and level of support.
- Facilitates the transition to and from Supported Child Development Program by involving parents, child care providers, and other health, education, and community service providers.
- Evaluates the children's progress, reviews the level of support needs and individual plans, and ensures that services are coordinated, appropriate and accessible.
- Maintains related records in accordance with established policies and procedures.
- Performs other related duties as required.



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### Qualifications

#### Education, Training and Experience

- Two-year Diploma in Early Childhood Education with post basic Special Needs Certificate
- Two (2) years recent, related experience, including experience in programming for children with special needs and supervisory experience in a daycare or pre-school; or an equivalent combination of education, training, and experience

#### Knowledge, Skills and Abilities

- Knowledge of community child care resources and other community support services
- Knowledge of adult training principles
- Ability to communicate effectively, both verbally and in writing
- Ability to work both independently and in cooperation with others
- Physical ability to carry out the duties of the position

#### Working Conditions & Provisos

- Physical ability to carry out the duties of the position
- Valid driver's license and access to a reliable vehicle
- Appointment subject to satisfactory completion of a criminal records check

**Application Information:** To apply, send your résumé with a cover letter by fax, mail, or email as follows:

Terri Calvert  
Manager  
BC Centre for Ability  
2805 Kingsway  
Vancouver BC V5R 5H9  
Fax: (604) 451-5651  
E-Mail: [Terri.Calvert@bc-cfa.org](mailto:Terri.Calvert@bc-cfa.org)

**Closing Date:** March 22, 2018

*We are committed to enhancing our diverse workforce.  
We thank you for your interest and advise that only those shortlisted will be contacted.*

**Nurture • Grow • Thrive**

Date Posted: March 12, 2018