



JOB POSTING

Position Title:	Resource Consultant
Department:	Children's Inclusion Services
Position Type:	Full-time (1 year contract with the potential for becoming permanent)
No. of Positions:	1
Schedule:	Monday to Friday 9:00am – 5:00pm, Must be flexible to work evenings and weekends as needed.
Position Start Date:	TBD
Rate of Pay:	\$23.84 - \$25.75
Application Deadline:	Until filled

Community Living Burlington is a social-profit charitable organization serving the communities across the Halton region since 1955. Our mission is to enrich the quality of life of people with a developmental disability and promote their full and meaningful inclusion in the community. We are looking for a highly motivated self-directed person who will act as liaison and a community representative on behalf of Community Living Burlington in a Coordinator position. This position will primarily work directly on the floor to ensure that the individual's programs and goals are being met.

Under the general supervision of the Manager of Children's Inclusion Services, this role collaborates with families and child care settings to provide children with interventions that support opportunity for growth and development.

As the ideal candidate for this position you are vibrant and self-motivated with direct experience in children's programs that promote inclusion and choices. You are resilient and have excellent interpersonal, communication and organizational skills. You must be able to work flexibly within a team structure.

Key Requirements

- Early Childhood Education Diploma and/or Degree from a recognized community college/university or equivalent.
- Registered and in good standing with the College of Early Childhood Educators.
- Resource Teacher/Consultant certification.
- Three years of experience working in an inclusive child care environment.
- Experience with children at risk for or with developmental delays across the age span of birth to 12 years.
- Knowledge and understanding of child care principles, practices and regulations i.e. Child Care and Early Years Act, How Does Learning Happen etc.
- Knowledge of early childhood development, specific programs/philosophies and methods to promote the development of children. Experience implementing and interpreting screens and assessments considered an asset.
- Possess sound knowledge of family-centered and strength-based practices, reflective practices, community resources, supports, services and funding.
- A strong understanding of confidentiality, boundaries and ethical decision making.
- Experience that demonstrates facilitation, coaching, consulting and service coordination skills



- The ability to act as a liaison with community agencies and partners in regard to creating new and existing partnerships and opportunities.
- Must have the ability to work both independently and as part of a team and to be flexible and responsive to shifting service demands
- Effective time management, organizational, and problem solving skills that can be applied in multiple situations.
- An enthusiastic team player, creative, highly organized, flexible, good judgment, diplomatic, and multi-tasking ability.
- Valid First Aid and CPR certificate
- Must provide a police clearance with vulnerable sector search.
- Driver's License- level G and a reliable vehicle.
- Ability to travel to various locations within Burlington and daily access to a vehicle.
- Demonstrated verbal and written communication skills.
- Proficient in Microsoft Office Suite.

Key Job Duties and Responsibilities

- Consult with Early Childhood Educators in licensed early childhood programs in the support of inclusion.
- Facilitate the development of a Family Service Plan through a collaborative approach of service coordination with parents and/or caregivers and other professionals involved, monitors the implementation, evaluate outcomes.
- Coach and model approaches for functional development that can be consistent in the home and child care setting.
- Plan for transition and /or the end of service.
- Support the families in making referrals to other services when appropriate.
- Determine the level of service to be provided with the family and caregiver.
- Create a developmental profile over time of child's strengths, needs and functional abilities with the family and child care staff.
- Maintain up-to-date and accurate documentation including electronic files and reports.
- Incorporate Reflective Practice through evaluating and thoughtfully processing work with families, peers, Early Childhood Educators in child care centers and other professionals with an emphasis on strengthening relationships and service delivery.
- Continue to develop professional knowledge and skills embedded in evidence based practice.
- Support a philosophy of Knowledge Exchange across a multi-disciplinary team identified above.
- Perform other duties as assigned.

Interested and qualified candidates must submit their cover letter and current resume, **quoting "RC-CIS-0920"** to **humanresources@clburlington.ca**

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Accommodations are available for all parts of the recruitment process. Applicants are requested to contact Human Resources and encouraged to make their accommodation needs known in advance.