



RESOURCE CONSULTANT ASSISTANT 164R1-21-2
CHILD CARE SERVICES, SOCIAL SERVICES
Full Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **October 27, 2021**, for the Resource Consultant Assistant with Child Care Services, Social Services Department. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through <https://www.vscyberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

JOB SUMMARY: The Resource Consultant Assistant reports to and works under the direction and supervision of the Special Needs Resource Consultant Supervisor. The Resource Consultant Assistant is responsible for facilitating the inclusion of children who require special care and instruction in licensed childcare settings, resource drop-in and those homes connected with Six Nations Private Home Daycare Agency through implementation, monitoring and recording of individual program plans for the children involved with the Special Needs Resourcing program as assigned. The Resource Consultant Assistant will comply with Child Care Early Years Act, Six Nations Council Employment Policy, Six Nations Council Health and Safety Guidelines, Six Nations Child Care Procedures and Guidelines and Parent Handbook.

Type	Full Time
Closing Date	October 27, 2021
Hours of Work	37.5 hours weekly
Wage	TBD

BASIC QUALIFICATIONS:

- Early Childhood Education Diploma, registered and in good standing with the College of Early Childhood Educators and three (3) years' work experience in a licensed child care program
- Post Diploma Certificate in Special Needs Resourcing considered an asset
- Knowledge of the Child Care and Early Years Act
- Will have food handlers Certificate or willing to obtain
- Must possess a valid class G Ontario Driver's License
- Must pass a criminal/vulnerable sector check
- Must sign and submit an offence declaration every calendar year in which a vulnerable sector check to be obtained
- Must submit and ensure immunizations are up to date
- Must submit a health assessment as according to Child Care Early Years Act
- Must have a valid first aid/CPR certificate or willing to obtain
- Will be Native in preference to other applicants

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Lesleigh Rusnak, Staffing Officer at 519-445-2223 ext 4343 or via email at StaffHR@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.

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2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Resource Consultant Assistant – Contract – 164R1-21-2
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

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RESOURCE CONSULTANT ASSISTANT CHILD CARE SERVICES

REPORTING PROCEDURES:

Reports to and works under the direction and supervision of the Special Needs Resource Consultant Supervisor.

PURPOSE AND SCOPE OF THE POSITION:

The Resource Consultant Assistant is responsible for facilitating the inclusion of children who require special care and instruction in licensed childcare settings, resource drop-in and those homes connected with Six Nations Private Home Daycare Agency through implementation, monitoring and recording of individual program plans for the children involved with the Special Needs Resourcing program as assigned.

The Resource Consultant Assistant will comply with Child Care Early Years Act, Six Nations Council Employment Policy, Six Nations Council Health and Safety Guidelines, Six Nations Child Care Procedures and Guidelines and Parent Handbook.

DUTIES AND RESPONSIBILITIES:

1. TECHNICAL

- Facilitate the inclusion of the child(ren) through daily routines, activities and transitions according to the Individual Program Plan
- Provide support to families, caregivers and childcare staff by providing information, resources, programming suggestions and modeling for staff
- Strong observation skills, report writing, interpersonal skills and ability to administer assessments objectively
- Ability to coordinate services and transitional planning as required
- Assist with training and professional development to assist childcare curricula and environments
- Ability to implement individual plans, monitor and record progress accordingly
- Applying safety procedures and handling emergencies appropriately

2. ADMINISTRATIVE

- Prepare statistics and information as necessary
- Plan, implement and evaluate program activities and progress of the child(ren)
- Track, direct and indirect hours of service and other data to meet the funding guidelines
- Name tag is required/worn daily for security purposes-if lost/stolen a charge will be required

3. COMMUNICATIONS & LIAISON

- Attend and participate in regular staff meetings as required/directed
- Working cooperatively with all staff enhancing relationships with community resources and collaboration with existing programs and services on and off Six Nations of the Grand River communities
- Maintaining confidentiality and ensures compliance following Personal Health Information Protection Act (PHIPA) and the *Personal Information Protection and Electronic Documents Act* (PIPEDA) legislation regulations
- Maintaining a team approach to resolving such issues, conflicts and problems that may arise in the process of providing support services
- Maintaining confidentiality as per Six Nations Council Employment Policy
- Attend training/workshops as required and deliver
- Communicate effectively with supervisors, co-workers, other professionals, children and parents

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- Identify/clarify problems and provide information to parents, co-workers, students and volunteers
- Able to work independently
- Link with other programs, community services as necessary and assigned
- Attend training/workshops as required to ensure Continuous Professional Learning Plan (CPL) is maintained as according to the College of Early Childhood Educators

4. OTHER RELATED DUTIES

Any other related duties as assigned by the Special Needs Resource Consultant Assistant which includes, but is not limited to participation in the Six Nations Emergency Response Plan, Pandemic Plan of Response and the Trauma Events Response Team (TERT).

WORKING CONDITIONS:

- Patience and flexibility working around children in the work environment
- Working in a climate-controlled environment
- Some after hours participation for staff meetings, parent meetings, and other planned activities
- May involve some travel by car using own method of transportation
- Flexibility in work hours as required
- Lifting and moving furnishings, supplies, and equipment daily
- Provide service in varying locations
- Cell phones are not to be used during work hours unless authorized by the Coordinator (emergency, trips)
- Maintain Confidentiality

WORKING RELATIONSHIPS:

Must be able to work independently and as a team player within the Six Nations Social Services and all other work environments.

Establishing positive, collaborative working relationships and linkages among all service providers within all work environments.

With the Special Needs Resource Consultant Supervisor

Receives supervision, instruction, direction and guidance in planning, priorities and interactions to ensure tasks are done efficiently and effectively

Being professional and being able to accept constructive criticism

Receives direction and guidance

With the Directors and Managers

Acting as a resource providing information and assistance in a cooperative and courteous manner.

With the Community

Working in a cooperative and courteous manner that represents and promotes Six Nations Council and the Social Services Department,

Familiar with Six Nations Council Employment and Health and Safety policies and procedures.

Participate in joint programming within our community as well as surrounding communities

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Being a support and resources for families with courtesy, professionalism, respect, cooperation and teamwork

Being an advocate for Early Years and Child Care Services through partnership with other agencies, advertising, flyers, networking

KNOWLEDGE AND SKILLS

Minimum Qualifications

- Early Childhood Education Diploma, registered and in good standing with the College of Early Childhood Educators and three years work experience in a licensed child care program
- Post Diploma Certificate in Special Needs Resourcing considered as asset
- Knowledge of the Child Care and Early Years Act
- Will have Food Handlers Certificate or willing to obtain
- Must possess a valid class G Ontario Driver's License
- Must pass a criminal/vulnerable sector check
- Must sign and submit an offence declaration every calendar year in which a vulnerable sector check to be obtained
- Must submit and ensure immunizations are up to date
- Must submit a health assessment as according to Child Care Early Years Act
- Must have a valid first aid/CPR certificate or willing to obtain
- Will be Native in preference to other applicants
- Knowledge of assessment tools and screening tools an asset
- Strong competency in computer programs, word, excel, etc.

Other Preferred Qualifications

- Will be native in preference to other candidates
- Will have knowledge of traditional culture
- Excellent written and verbal communication skills
- Good organizational skills
- Ability to work independently and as a team player
- Demonstrated knowledge of child development and positive reinforcement techniques
- Ability to apply safety procedures and alleviate potential safety hazards
- Ability to be patient, and have the ability to relate to children and adults with equal respect and dignity, regardless of life experiences, cultures and values

IMPACT OF ERROR:

Errors in judgment and in the conduct of duties could lead to loss of credibility, poor public relations, and public confusion, serious impacts on clients and staff, and legal liability to self and to Six Nations Council.

CONTROL:

Works within the organizational structure and administrative policy and procedures established by the Six Nations of the Grand River Employment Policy, Child Care Services and the Six Nations Social Services values, principles and Mission statement.

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Works within the policies and procedures established through service contract by the Six Nations Council and the funding agency (Ministry of Education) and within the legislation of the Early Years Act.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the position. It is not to be understood as an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Six Nations Social Services reserve the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its content.

Signature of Employee

Date

Early Years and Childcare Services is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the Ontario Human Rights Code and the Child and the Six Nations Council policies.

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