



SPECIAL NEEDS RESOURCE CONSULTANT 031R3-22-2
CHILD CARE SERVICES, SOCIAL SERVICES
Contract (Maternity)

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, **July 6, 2022**, for the Special Needs Resource Consultant 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.vscyperhosting.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 Special Needs Resource Consultant reports to and works under the direction and supervision of the Special Needs Resource Consultant Supervisor.

The Special Needs Resource Consultant is responsible for screening, developing and implementing program plans for children requiring special care and instruction for those children enrolled in Six Nations licensed childcare settings, resource drop-in centre(s) and those homes connected with Six Nations Private Home Daycare Agency. The Resource Consultant 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	Contract
Closing Date	July 6, 2022
Term:	Maternity
Hours of Work	37.5 hours weekly
Wage	Up to \$27.00/hour

BASIC QUALIFICATIONS:

- Will have diploma/degree in Early Childhood Education from a recognized community college or university or equivalency as set by the Association of Early Childhood Educators Ontario or approved by the funding agency.
- Must be a registered member of the College of Early Childhood Educators.
- Will have a Resource Teacher Certificate or currently enrolled to receive such training.
- Will have a minimum two years working experience in an integrated child care setting.
- 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
- Must have good organizational skills
- Will be thoroughly familiar with the Child Care and Early Years Act
- Will have extensive knowledge of assessment tools, techniques and methods of screening tools

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyperhosting.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.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

- 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.
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:

Special Needs Resource Consultant – Contract – 031R3-22-2
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

SPECIAL NEEDS RESOURCE CONSULTANT CHILD CARE SERVICES

REPORTING RELATIONSHIP:

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

PURPOSE AND SCOPE OF THE POSITION:

The Special Needs Resource Consultant is responsible for screening, developing and implementing program plans for children requiring special care and instruction for those children enrolled in Six Nations licensed childcare settings, resource drop-in centre(s) and those homes connected with Six Nations Private Home Daycare Agency.

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DUTIES AND RESPONSIBILITIES:

1. TECHNICAL:

- Screen and assess children identified by internal/external services as requiring special care or instruction.
- Develop and monitor individual programs to meet the needs of those children
- Complete case notes, behavior plans, reports, assessments, referrals.
- Monitor the progress of children with special needs through observation, formal and informal assessment and collect information on a regular basis.

2. ADMINISTRATIVE:

- Prepare progress reports for parents and staff.
- Update information, review and prepare reports.
- Maintain daily activity log.
- Maintain appropriate records regarding child's special needs and the services provided to address them.
- Maintain statistics and other information required for reporting purposes.
- Supervise, coach and encourage staff.

3. COMMUNICATIONS & LIAISON

- Inform parents and staff of the objectives of individual programs and give instructions on implementing the programs at home and in the day care.
- Keep parents and staff informed of accomplishments and/or setbacks.
- Participate in case reviews, conferences and home visits.
- Liaise/Collaborate with other service providers as appropriate.
- Provide support to day care staff and care givers via education, advocacy, home visits, recommendations, strategies, provision of resources/equipment.
- Provide support to families including information, visits, consultation and service coordination.
- Develop and implement workshops, presentations and in-house services.

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- Act as a resource for co-workers, parents and students through in-office meetings, workshops, staff meetings or home visits.
- Attend and participate in regular staff meetings as required/directed.
- 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 Supervisor which includes, but is not limited to, participation in the Six Nations Emergency Response Plan, Crisis Services and the Tragic Events Response Team

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
- Provides service in varying locations
- Maintain Confidentiality.

WORKING RELATIONSHIPS:

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.

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.

KNOWLEDGE AND SKILLS:

Minimum Qualifications

- Will have diploma/degree in Early Childhood Education from a recognized community college or university or equivalency as set by the Association of Early Childhood Educators Ontario or approved by the funding agency.
- Must be a registered member of the College of Early Childhood Educators.
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- 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
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Other Preferred Qualifications

- Excellent written and verbal communication skills
- Must have excellent organizational skills and an ability to work independently and as a strong leader, with respectable interpersonal skills
- Will be Native in preference to other applicants
- Ability to be patient, and have the ability to relate to children and adults with equal respect and dignity, regardless of life experiences, culture and values
- Will have knowledge of traditional culture
- Must have the ability to establish and maintain effective working relationships with children, parents, staff and professional consultants

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.

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 Child Care 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.

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Signature of Employee

Date

Six Nations Child Care 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 Six Nations Council policies.

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