



## Katzie First Nation Education Services

### Employment Opportunity: Aboriginal Infant Development Program

**Position: Aboriginal Infant Development Consultant serving Katzie First Nation & Kwiwetlem First Nation**

**Hours:** Fulltime

#### **Position Summary:**

The AIDP Consultant will work in both centre offered services and an in-home services visiting program with Aboriginal children and families applying the principles of family centre practice. The AIDP consultant will set individual plans and activities for children birth to 3 years old and their families. The AIDP consultant will also work with related agencies, professionals, and work independently to maintain client caseload and group facilitation as required

#### **Duties and Responsibilities:**

- 1 Administer infant development assessments ( may include Gesell assessments and Ages and Stages Developmental Screening Tool) write reports/recommendations
- 2 Provide direct intervention and/or consultation in centre, home, preschool/daycare settings for those clients on caseload and provide consultation services on the client waitlist as per program guidelines.
- 3 Whenever required, provide home programs through **home visits** and/or scheduled visits within the KEYC to clients and their families to:
  - a) Assess infant development
  - b) Plan with parents', ways to stimulate and enhance their child's development; and
  - c) Monitor their child's progress.
- 4 Support the family in developing and maintaining loving relationships with their child, specifically in:
  - a) Obtaining the best possible diagnostic assessments/medical services for their child;
  - b) Assisting the family in planning and providing experience in the home and community to encourage growth and development of the infant; and
  - c) Encouraging the family to take part in the decision making process regarding the infants education, social or health service needs
- 5 In accordance with a family –focused model:
  - a) Provide information, education and include family members and caregivers in all aspects if service delivery;
  - b) Consult with family and caregivers as to where service will be provided
  - c) Research and inform the family of additional resources available; and

- d) Have knowledge of agencies and programs in the community to make referral to other early intervention support services for the child and family when needed and support the family through the process.
- 6 Inform the families of appropriate books, online material, toys and information available, which may assist them in understanding child development, specific conditions and the impact a diverse condition may have on development and the child and family life.
- 7 Attend Family centered Service meetings when possible to provide goal/strategy information this helps parents/caregivers understand the nature of the child's diversity and to help set realistic goals. Function as part of the team and consult with team members, and department head, use available resources, and educate share information when appropriate.
- 8 Create reports based on information obtained during session to share with families and centre staff involved with the child. Communicate and report information to families. Follow appropriate infant development program department guidelines for reporting, documenting and noting procedures. Always respecting the confidentiality agreements with KEYC and policies of KFN HR policy manual.
- 9 Conduct groups, training and information sessions, and workshops to educate community, parents and professionals when deemed appropriate.
- 10 Participate in all staff meetings and provide input whenever possible.
- 11 Ensure knowledge of various relevant processes, procedures and therapy are kept current with participation in courses, review of journals, attending Provincial and Regional in-service yearly and consults with other professionals
- 12 Perform other duties below, and as assigned by the immediate supervisor.
  - a) Attend medical appointments with the family when culturally appropriate or requested by the family.
  - b) Work with other professionals, ASCD and early intervention services to support the child and family through family-centered practices.
  - c) Strengthen and support aboriginal families in their role as decision makers on behalf of their children and themselves.
  - d) Be a resource person to parents and blend traditional and contemporary parenting practices, connect parents with other programs offered, Health services, Headstart, parent drop in's, family nights and workshops.
  - e) Maintain strong time organization, oral and written communication skills to keep accurate client records/monthly reports. Keep all files in the locked file room located in the second level of Katzie Early Years Centre.
  - f) Attend workshops and meetings as directed by immediate supervisor.
  - g) Log hours, travel and time accurately and daily. AIDP consultants will be expected to chart all daily activity and to manage time appropriately.

**REPORTS TO:** Director/Manager of Early Education

**EDUCATION AND EXPERIENCE:**

- College or University Diploma/ Certification in Early Childhood Development (e.g. nursing, infant development, psychology, social science and/or diploma in Infant Development, Infant Toddler Educator) combination work experience
- Minimum 3 years work experience in the field of infant development working with Indigenous children that require extra support or equivalent experience working with Indigenous communities.

**SKILLS AND ABILITIES:**

- Valid First Aid and Infant and Child CPR certification
- Three to Five years' experience facilitating workshops, Infant related programming
- MUST be mature and have assertive, effective interpersonal skills, who is capable of working cooperatively with other team members, partners, families and children
- Experience in working with professionals from other programs and with external professional resource people
- Ability to develop and maintain trusting, supportive relationships with children and families
- Ability to work effectively along and with co-workers
- Knowledge of First Nations language, culture and traditions
- Knowledge of the resources of the community
- Ability to refer parent(s) legal guardian (s)/extended family to appropriate resources
- Coordinate the process for the professional assessment of children, including initial screening, ongoing developmental and specialized assessments, to determine if a challenge or special need exists
- Effective interpersonal skills
- Effective communication skills in writing and speaking
- Ability to work within an interdisciplinary team of staff and parent(s) legal guardian(s) extended family to develop and implement an individual plan for each child with special needs
- Ability to work closely with community resources to ensure the coordination of services
- Experience working with First Nations children and families
- Good organizational skills, ability to accurately document daily duties
- Open to learning and taking direction
- Satisfactory Criminal Records Check
- Valid Class 5 Drivers License and reliable transportation mandatory
- Excellent planning and organizing skills

Posting will be open until the AIDP position is filled. Please send cover letter and resume to the Director of Early Education. [torrie@katzie.ca](mailto:torrie@katzie.ca)

