



# NECHAKO VALLEY COMMUNITY SERVICES SOCIETY

INTERNAL/EXTERNAL JOB POSTING

JOB POSTING # 2019-013

## *Infant Development Consultant*

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### JOB SUMMARY

The Infant Development Consultant makes a significant contribution to children and families by providing home-based services to infants' birth to three years of age, who are experiencing developmental delays or considered to be at risk of delays. Consultants assist families to optimize their child's development. Service area covers Fort St. James, Vanderhoof and surrounding area. Infant Development Consultants work closely with other community health organizations to provide comprehensive, client centered services for families.

### RESPONSIBILITIES

Under the direction of the Early Years and Support Services Program Manager, the Infant Development Consultant is responsible for:

- Interviews clients and families, assesses concerns and outlines services provided by the organization. Refers clients to more appropriate programs if required.
- Assists families in determining goals for their infants and the means of attaining them. Plans, develops and implements support plans to meet these ends. Plans, prepares and conducts sessions with families and their infants and develops and implements a plan for therapy. Guides parents in activities specific to the needs of the infant.
- Evaluates, in conjunction with the family, the effectiveness of programs and clients' progress. Resolves identified problems and moves towards defined objectives. Assesses the results of the program(s) and makes adjustments to programs.
- Provides parenting skills training. Guides parents in skills specific to the needs of the infant.
- Records home visits and ensures that parents and professionals involved with the family are sent bi-annual reports regarding the infant's progress.
- Maintains accurate reports and records on clients and provides monthly reports. Ensures all required documentation is complete. Participates in and discusses case planning and concerns with therapists and, social workers, etc.
- Refers clients to other resources such as parent groups, therapists and, community groups, etc.
- Provides up-to-date resource materials and lists of services related to available which deal with developmentally delayed children.
- Provides liaison, education and advocacy for and with community agencies on issues concerning the program.
- Continues professional development by reading, course work, sharing information with other professionals.
- Performs other related duties as required.

### DEPARTMENT LOCATION

Fort St. James and Vanderhoof

### QUALIFICATIONS/EXPERIENCE

- A degree and/or relevant experience in a field related to early childhood development.
- Infant Development Diploma or Early Childhood Education certification is preferable.

- Comprehensive knowledge of the developmental milestones of infants/children from birth to 3 years of age.
- Experience with families and with infants and young children with special needs.
- Ability to work using a family centered approach to support and assist parents who have an infant/child with special needs.
- Valid driver's license and ability to provide own transportation.
- Excellent communication and organization skills.
- Must possess basic computer skills.

**SALARY** \$30.68 - \$35.74/hour as per CSSEA & CSSBA Collective Agreement (Grid Level P-14)

**HOURS OF WORK** Full Time, 37.5 hours per week Monday to Friday 8:30 am – 4:30 pm, evenings and weekends as required.

**VACANCIES** 1 Vacancy

**POSTING DATE** February 26, 2019

**CLOSING DATE** March 5, 2019

**START DATE** March 11, 2019

**This position is open to all applicants. This position requires union membership.**

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being considered for the position.

Please send a cover letter of interest and current resume outlining your skills and qualifications for the position and include the job posting number:

**Via email:** [jabbott@nvcss.ca](mailto:jabbott@nvcss.ca)

**Fax** 250-567-3939

**Mail:**

Joelene Siemens-Abbott  
PO Box 1249  
Vanderhoof, BC  
VOJ 3A0

**In Person:**

Nechako Valley Community Services Society  
157 West Victoria Street  
Vanderhoof BC  
Or  
Nechako Valley Community Services Society  
349 Stuart Drive  
Fort St. James, BC

Nechako Valley Community Services Society  
is an equal opportunity employer committed to hiring a diverse workforce.

**We thank all our applicants, however, only those invited to an interview will be contacted.**

