

**Benchmark Title**     **INFANT DEVELOPMENT CONSULTANT – 14P**

**Grid Level**             14P – Paraprofessional Wage Grid

**Job Summary**             Provides a variety of home-based assessment, planning and implementation services to infants (infant to 3 years old) with or at risk of developmental delay and disability and their families which facilitates the development of the infant.

- Key Duties and Responsibilities**
1. Interviews clients and families, assesses problems and outlines services provided by the organization. Refers clients to more appropriate programs if required.
  13. Assists families in determining goals for their infants and the means of attaining them. Plans, develops and implements support plans to meet these ends. Provides parenting skills training. Guides parents in activities specific to the needs of the infant.
  14. 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.
  15. Records home visits and ensures that parents and professionals involved with the family are sent bi-annual reports regarding the infant's progress.
  16. Maintains accurate reports and records on clients and provides monthly reports. Ensures all required documentation is complete. Participates in case planning with therapists and social workers.
  17. Refers clients to other resources such as parent groups, therapists and community groups.
  18. Provides up-to-date resource materials and lists of generic services related to developmentally delayed children.
  19. Provides liaison with other resources and professionals with regard to co-ordinating services to clients and in supporting transition to other services.
  20. Provides liaison, education and advocacy for and with community agencies and neighbours on issues concerning the program. May be involved in fund-raising or public relations events.
  21. Continues professional development by reading, course work, sharing information with other professionals.
  22. Performs other related duties as required.

**Qualifications**

*Education and Knowledge*

Bachelor's degree in a field related to child development.

*Training and Experience*

Two (2) years recent related experience.

Or an equivalent combination of education, training and experience.

**COMMUNITY SOCIAL SERVICES JOB EVALUATION PLAN  
RATING RATIONALE**

**BENCHMARK TITLE: Infant Development Consultant**

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	Education and Knowledge – Requires a Bachelor’s Degree in a field related to child development	6	113
2	Training and Experience – Requires up to 2 years recent related experience	4	100
3	Physical Demands – Occasionally lifts and carries moderate weight children	3	21
4	Concentration – Often listens to clients and families to assess problems, determine goals, plans, develops and implements support plans which involve a variety of unrelated processes and methods and very high degree of mental demands to define problems and form valid solutions.	6	50
5	Independence – Guided by professional standards and guidelines from the agency; applies accepted work methods in a different way to develop, implement and evaluate support plans for developmentally delayed and disabled infants	5	71
6	Judgement – Judgement required to modify methods and techniques to develop, implement, and evaluate individualized support plans	6	86
7	Leadership/Supervision – Provides orientation and guidance to caregivers on the support needs of children	2	40
8	Accountability – Work has direct impact on the service provided; evaluated for compliance to standards of the profession; errors may result in substantial loss of time in terms of delay in client progress	5	71
9	Communication – Uses influencing or persuasion skills in providing guidance to parents on issues related to child development, resolves problems and moves toward defined objectives	5	71
10	Care of Individuals – Provides assessments, individualized support plans and follow up services to infants and their families	4	40
11	Environment/Working Conditions – Sometimes exposed to moderately undesirable working conditions in the form of unpleasant dealings with uncooperative clients or parents	4	33
Total Points			696
Grid Level			14P