

Benchmark Title **SUPPORTED CHILD CARE CONSULTANT – 14P**

Grid Level 14P – Paraprofessional Wage Grid

Job Summary Develops individual plans for children who require extra support in conjunction with parents and child care providers. Supports families in making child care decisions. Supports and coordinates the services of child care and other community service providers to facilitate the inclusion of children who require extra support in child care settings.

- Key Duties and Responsibilities**
1. Conducts observation of and gathers information on children who require extra support. Determines the children’s type and level of support needs using the Support Guide and in consultation with parents, child care providers and other professionals.
 2. Develops child-specific, family-centred and developmentally appropriate individual plans in conjunction with parents and child care providers and in accordance with the choices, priorities and goals identified by the parents and/or child care providers. Facilitates the joint plan development process.
 3. Provides families with information on child care options and other community resources. Supports families in assessing and choosing services for their children and in self-advocacy.
 4. Supports child care providers’ inclusion of children who require extra support by performing duties such as supporting the development and implementation of inclusive philosophies, practices, policies and procedures, providing on-site, child-specific training, consultation and modelling, and providing information on child care and community resources.
 5. Assists child care providers in accessing short-term and intermittent extra staffing support that facilitates inclusion based on the required types and level of support. May provide relief coverage for child care workers as required and to enable staff participation in child-specific training and support activities.
 6. Facilitates the transition to and from supported child care by involving parents, child care and other health, education and community service providers.
 7. Evaluates the children’s progress, reviews the level of support needs and individual plans, and ensures that services are coordinated, appropriate and accessible.
 8. Develops, locates and provides information to families, child care providers and the public on topics related to inclusive child care and children who require extra support through workshops, presentations and written materials.
 9. Maintains related records and in accordance with established policies and procedures.
 10. 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: Supported Child Care 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 2 years recent related experience	4	100
3	Physical Demands – Occasionally lifts and carries moderate weight children while providing relief coverage for Early Childhood Educators	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	6	50
5	Independence – Guided by community child care standards, applies accepted Early Childhood Education methods in different way to develop, monitor and implement support plans for special needs children	5	71
6	Judgement – Applies analysis and interpretation of special needs children's support needs and chooses an approach using a combination of accepted assessment techniques and child development methods to develop family-centred support plans for clients	5	71
7	Leadership/Supervision – Provides advice and guidance to program assistants regarding the support needs of special needs children	3	60
8	Accountability – Work has direct impact on the service provided; work 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 – Using influence and persuasion techniques, secures the cooperation of families and child care providers regarding requirements of children who require extra support	5	71
10	Care of Individuals – Provides individualized support plans for children who require extra support	4	40
11	Environment/WorkingConditions – Once in a while exposed to moderately undesirable working conditions in the form of unpleasant dealings with uncooperative children or families	3	25
Total Points			693
Grid Level			14P