

## JOB DESCRIPTION FORM – GENERAL

POSITION NUMBER (S)	CURRENT CLASSIFICATION	DESCRIPTIVE WORK TITLE
		<b>Infant Development Program Consultant</b>
<b>SUPERVISOR'S DESCRIPTIVE WORK TITLE</b>		
Infant Development Program Leader		

Child Development Centre  
1135 Nelson St.  
Nanaimo, BC  
V9S 2K4

### **Position Summary:**

Responsible for the provision of services to an assigned caseload of developmentally delayed and at risk infants and their families.

### **Target Population:**

Children aged birth to 3 years

### **Duties and Responsibilities:**

#### **Program:**

- Provide IDP services to a designated zone caseload. Assists the family in identifying their child's needs, providing experiences that promoted developmental progress, assessing documenting, problem solving, transition planning and statistical recording.
- Conduct practice in accordance with CDC policy and procedures.
- Participate as a team member in a family centred model of service.
- Participate in team meetings, case conferences internally and externally.
- Assist in developing and presenting educational opportunities for families, CDC staff and community.

#### **Administrative:**

- Supervise and provide orientation of students and volunteers as required.
- Contribute to ongoing development of IDP department, CDC and community programs and policies
- Thorough knowledge of applicable CDC and Department policies and procedures.
- Ensure adherence to Health & Safety regulations and policies.
- Maintain statistical and client records as required.
- Ensure quality assurance by monitoring service delivery and record keeping
- Assist in maintenance of equipment.

#### **Professional Responsibilities:**

- Participate in CDC Inservice, ad hoc and standing committees and program evaluation

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- Pursue personal professional development – license renewal and first aid recertification
- Maintain client confidentiality, professional and CDC code of ethics. Failure to do so will result in disciplinary action, which may include up to dismissal.

### **Qualifications and Experience:**

- Degree in a field or fields related to early childhood development (e.g.: education, nursing and/or therapy.)
- Preference will be given to candidates with recent Infant Development experience and/or under 3 training and experience in working with families in a home-based program.
- Demonstrated experience working in a family centred collaborative service delivery model.
- Knowledge of group processes and facilitation techniques an asset
- Valid First Aid Certificate / CPR within 3 months of employment
- Valid drivers license and available vehicle/transportation with adequate insurance
- Excellent oral and written communication and interpersonal skills
- Criminal record check clearance
- Physically capable of performing all aspects of the job.

**Comments:**

**Approved:**

\_\_\_\_\_  
Executive Director

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Date

Original:  
Review dates:

May 11, 1992
January 1999
January 2002