INFANT AND CHILD DEVELOPMENT WORKER

Department: Infant & Child Development Program, Developmental Services Department
Accountability: Supervisor of Infant and Child Development Program of Renfrew County and Ontario Early Years Centre – Pembroke
Location: 464 Isabella St, Pembroke

This is a contract position for up to six months.
Bilingualism would be considered an asset.

POSITION SUMMARY:
This is a unionized position with the Infant and Child Developmental Program within Developmental Services at Family and Children’s Services of Renfrew County. The Infant and Child Development Program of Renfrew County is a voluntary, home based program for infants and children birth to 5 years, who are born with any factors which puts them at risk for experiencing delays in their development. Infant and Child Development Workers provide information to families regarding development, services, play activities, their child’s special needs and community resources.

GENERAL RESPONSIBILITIES:
• Provide home visits to families who have an infant/child at-risk for a delay, or experiencing a delay in any or all areas of development (gross motor, fine motor, social-emotional, cognitive, communication, self-help)
• Identify, screen and assess at-risk infants/children from birth to 5 years of age in Renfrew County, based on Ministry of Children and Youth Services risk categories (Established, Biological and/or Psychosocial Risks)
• Develop Family Service Plans with families based on their child’s strengths and needs; establishing goals that are responsive to parent’s strengths, competencies and priorities and based on evidence based practices
• Support families using a family centered approach
  o by providing information about typical and atypical development to help parents recognize and understand their child’s developmental needs
  o to develop the knowledge and skills necessary to enhance the developmental process by developing play activities to meet the specific needs of their child
  o by providing information about their child’s condition or diagnosis, assisting families to access supports and services, helping with the child’s transition to preschool/school program
  o to plan, problem solve, seek resources and advocate for their child’s needs in the ongoing development of their family unit
  o to collaborate with other professionals to ensure consistency of programming and to assist
with the transition to child care, school or another service
  o by understanding and responding to family diversity (i.e. culture, religion, ethnic, socio-economic, sexual orientation, etc.) in a sensitive manner
• Provide in-service education to students, professionals, parents and the public, participating in community related events to promote early intervention in Renfrew County, liaising with community partners focusing on prevention and early intervention for children birth to 5 years
• Maintain client data system, client records, confidentiality, completing reports, as necessary according to agency and program policies and procedures
• Responsible for staying up-to-date on evidence based research with new developments in the field of early intervention
• Demonstrate knowledge about computer-based technologies relevant to report writing, the collection and maintenance of client information, data and other common office tasks
• Perform other related duties as assigned by the Supervisor and Director

PERFORMANCE INDICATORS
• Demonstrate a comprehensive knowledge of typical and atypical development of infants and children from birth to 5 years with continued growth and learning in all aspects of developmental milestones and children’s conditions and diagnosis
• Complete intake and developmental screenings in a timely manner, on infants and children birth to 5 years, to determine eligibility, and assess need for community services
• Complete reports, program forms, stats, Family Service Plans, Developmental Skills Plans as necessary for successful outcomes for children and families and in accordance with Ministry guidelines
• Maintain clear and accurate records and produce written and verbal reports and letters as required ensuring that all client and family information is handled in a confidential and sensitive manner, in accordance with legislation and policies
• Schedule, plan, organize and complete home visits according to client and family needs and geography
• Respond sensitively to the needs of families of diverse populations, responding to cultural and social issues while maintaining client respect and dignity
• Develop and maintain effective working relationships with partner agencies and families using a family centered approach to meet the changing needs of children and families
• Respect and maintain confidentiality according to agency policies and procedures regarding family information (i.e. personal information, e-mail addresses, etc.)
• Participate in the orientation process, ongoing supervision, and performance evaluations as required
• Attend agency, team and community meetings to ensure comprehensive service delivery to at-risk infants and children from birth to 5 years
• Demonstrate knowledge and ability of computer-based technologies relevant to report writing, the collection and maintenance of client information, data and other common office tasks
• Learn and acquire new skills to maintain competency on the job, including skills related to office tasks, client needs, and professional development
• Complete payroll, expense claims, purchase orders as required
• Report critical incidents to the Supervisor and Director and compile incident reports as per Ministry guidelines
• Adhere to policies and procedures of the program, the department and of the agency

**KNOWLEDGE & SKILL REQUIREMENTS:**
• A diploma or degree requiring a minimum of two years at a post-secondary institution in the related social services field (e.g. Early Childhood Education, Child Studies, Speech, Occupational, Physiotherapy, Nursing, etc.). University degree focused on child development is the desirable qualification.
• Bilingualism would be considered an asset
• Comprehensive knowledge of the developmental milestones of infants/children from birth to 5 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

**SALARY:**
As per the collective agreement

Closing date for this position is April 09, 2015 at 4:30 p.m.
Our preferred method of resume collection is by electronic submission to careers@fcsrenfrew.on.ca

You can also apply directly to:
Human Resources Coordinator
Family and Children’s Services of County of Renfrew
77 Mary Street, Suite 100
Pembroke, ON K8A 5V4

We thank all candidates for their interest; however, only those considered for an interview will be contacted.