



Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

Early Intervention Consultant – Clareview Head Start

Early Learning

Job Purpose

As the Early Intervention Consultant in the E4C- Early Learning Division you will provide support, information, advocacy and community connections to families. You will deliver weekly parent and play groups and regular home visits. As well as working independently, team work is a critical component of this position. You will work within a variety of team settings.

Duties and Responsibilities

Family Support

- Schedule and attend regular home visits with the families on your caseload.
- Through a family-centered approach you will support the family in identifying and reaching their goals.
- Maintain professional and ethical boundaries and approach each family with cultural sensitivity.
- Provide information and support for children transitioning into other programs.
- Advocate on behalf of the family, but more so empower the family to become their own advocate.
- Other duties may be assigned as needed.

Child Development

- Deliver developmental screenings on each child, make appropriate referrals and provide strategies and supports to the family.
- Play groups are planned and designed based on the children's interest and abilities to foster their development.
- Other duties may be assigned as needed.

Administrative

- Ensure all necessary information is well documented.
- Attend and participate in monthly staff meetings, debrief sessions and group planning meetings.
- Submit debit information and timesheet in a timely manner.
- Other duties may be assigned as needed.

Community

- Participate in debriefing and consulting with program partners (O.T, CASA, SLP, Capital Health).
- Participate in inter-agency meetings and other community meetings to network and establish collaborative partnerships.
- Make appropriate referrals within the family's community to increase their positive support systems.
- Other duties may be assigned as needed.

Parent Group Facilitator Role

- Plan and deliver weekly parent groups. Topics are based on parent interest, cultural diversity and individual group needs.
- Plan and prepare nutritional snacks.
- Other duties may be assigned as needed.

Play Group Facilitator Role:

- Plan and deliver weekly playgroups based on children's interest, cultural diversity and abilities.
- Facilitate a circle time to promote early literacy.
- Provide direction, supervision and ongoing feedback to childcare staff.
- Plan and prepare nutritional snacks.
- Other duties may be assigned as needed.

Qualifications

- A two year diploma or degree in the field of Human Services or equivalent.
- A minimum of two years experience in the related field.
- Clear Security Clearance Check and Children and Youth Intervention Record Check.
- Current First Aide and CPR.
- Must be proficient in written and oral skills.
- Competent computer skills.

Working Conditions

On occasion, you may be required to work in the evening and/or on week-ends and it is expected that you modify your schedule accordingly.

This position requires that the incumbent have a valid driver's license and a vehicle.

Salary Scale

Starting: Direct III \$18.39/hr

Please submit your résumé to:

E-mail: hr@e4calberta.org

Fax: 780.425.5911

We thank all applicants for their interest, however, only those selected for an interview will be contacted.