



UNION JOB DESCRIPTION

JD4753

JOB TITLE:	Early Childhood Educator with Special Needs Certificate	JOB DESCRIPTION NO.:	4753
CLASSIFICATION:	Early Childhood Educator P1	GRID/PAY LEVEL:	H-A-P1
COLLECTIVE AGREEMENT:	Health Science Professionals	HSCIS NO.:	66501
UNION:	HSA	JOB/CLASS CODE:	66501
PROGRAM/DEPARTMENT:	Population & Family Health; CY&F Rehab, QA	BENCHMARKS (If Applicable):	
REPORTING TO:	Program Coordinator		
FACILITY/SITE:	QACCH		

JOB SUMMARY:

In accordance with the Vision, Purpose, Values and strategic direction of the Vancouver Island Health Authority (Island Health), patient and staff safety is a priority and responsibility shared by everyone. As such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Program Coordinator, acts cooperatively with parents and multidisciplinary teams to enhance developmental gains of children in an inclusive play-based child care program.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Ensures the provision of family-centred service coordination to assigned children by:
 - Acting as service coordinator for parents and team members;
 - Coordinating Child Care Plans while utilizing a family-centered approach;
 - Monitoring and reviewing Child Care Plans with parent and team members;
 - Maintaining and providing regular client progress records as required;
 - Liaising, as relevant, with other community child care settings, schools and agencies towards coordination of child specific supports.

2. Ensures the provision of a high quality play-based child care program by:
 - Maintaining current knowledge of BC Child Care Regulations, QACCH and Pre-School Program standards and the B.C. Early Learning Framework;
 - Applying the above regulations and standards towards the creation and maintenance of a child care setting that meets BC Child Care Facilities Licensing Branch licensing criteria and demonstrating excellence in early childhood education practice;
 - Acting as classroom team leader, in rotation with other educators, to facilitate team collaboration and orderly classroom operations;
 - Developing and implementing program strategies to support child and family goals;
 - Planning and carrying out special events such as field trips, parent education, family gatherings, etc.;
 - Organizing and recommending the purchase of necessary supplies and materials;

- Participating in staff development and education activities as required;
 - Undertaking other related duties as assigned.
3. Ensures the physical, social and emotional well-being of children while in the child care setting by:
- Recording daily attendance and being aware of children's whereabouts at all times;
 - Initiating and performing tasks as required around feeding, toileting, dressing, seating and positioning children, which may include tasks to support children with complex needs;
 - In conjunction with team members, developing and maintaining an appropriate and predictable daily schedule of group and individual activities with children;
 - Developing and implementing inclusive strategies to promote optimal social interaction between all children;
4. May be required to provide training and supervision to students
5. Performs other related duties as assigned

QUALIFICATIONS:

Education, Training And Experience

Certificate in Early Childhood Education from a recognized post-secondary institution and a Special Needs Education certificate. Valid Licenses to practice in BC as an Early Childhood Educator and Special Needs Educator. Three to five years recent related experience working with children with special needs. Valid First-Aid Certificate.

Skills And Abilities

- Ability to organize work.
- Ability to work with minimal supervision.
- Ability to communicate effectively both verbally and in writing.
- Ability to deal effectively with others.
- Ability to orient, instruct, and evaluate students and volunteers.
- Physical ability to carry out the duties of the position.
- Functional use of alternative modes of communication such as sign language.