



CAREER OPPORTUNITY



Full Time ECS Family Session Coordinator (10-Month Position)

Pacekids Programs is looking for a full time (10-Month Position) ECS Family Session Coordinator based out of the South Pacekids location (23 Sunpark Dr. SE). The position is 37.5 hours a week and would commence in August, 2018

Pacekids offers a variety of programs to children in the Calgary area, including our Early Childhood Services (ECS) Preschool and Kindergarten programs funded by Alberta Learning and our in-home programs funded through Family Support for Children with Disabilities (FSCD).

Pacekids Programs is family focused and strives for excellence in the therapy, education and family empowerment of children with special needs.

The Pacekid's ECS Family Session Coordinator's main responsibility is the coordination and delivery of Family Oriented Programming Sessions (FOPS) to families in both our morning Multidisciplinary ECS Program and our afternoon Speech and Language Enhancement ECS Program. The ECS Family Session Coordinator works on an interdisciplinary team and is supervised by the South ECS Manager. The ECS Family Session Coordinator is responsible for planning and implementing creative, developmentally appropriate FOPS in collaboration with the child's learning team which aim to promote learning and skill development of parent/caregivers of the children in the ECS program. They are responsible for ensuring FOPS targets are reached for each child in the ECS program.

RESPONSIBILITIES

- Ensure that each child in the ECS program is presented with 11 FOPS; may be individual FOPS in home/centre or group FOPS in the centre/community and can be led by any member of the child's team
- Complete FOPS documentation in a timely manner
- Assist in tracking the number of FOPS completed for each child
- Consult and collaborate with the teachers and therapists on appropriate FOPS sessions to be offered to the family
- Assist teachers in coordinating CDAs to facilitate FOPS in-home on Professional Development (PD) days
- Communication with parents: scheduling FOPS, identifying parent interests for FOPS topics
- Communication with school team; communicate scheduled FOPS, topics for FOPS and any outcomes or any required follow up





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- Prepare and plan FOPS sessions and materials including parent handouts, resources and activities
- May be required to sub in classrooms on occasion

REQUIREMENTS

- A degree or diploma in a related field
- Minimum 5 years' experience working with children with special needs and their families
- Strong knowledge in child development, disabilities, and appropriate strategies in the areas of OT, PT, SLP and Behaviour
- Proficiency in the English language, both written and verbal
- Experience working with parents to facilitate learning and skill development
- Exceptional organizational skills
- Excellent interpersonal skills; ability to work effectively with clients, families and staff
- Flexibility is essential given the variety of children's abilities, needs and conditions
- Must be able to coordinate a flexible schedule to meet parents' needs; must be available from 4pm—6pm on weekdays
- Current Alberta driver's license; must have access to personal vehicle; will be required to drive to all areas of city for home visits
- Current Standard First Aid and CPR – level C certification (can be obtained upon hire within a designated time frame)
- Clearance from a Criminal Record Check, including a Vulnerable Sector check and Child Welfare Intervention check; must be current within the last six months

CONTACT

Please direct your resume, cover letter and salary expectations to: Pacekids HR Team at ecs-careers@pacekids.ca.

Pacekids Programs understands the importance of the right person for the right job, and appreciates a diverse workforce. Pacekids Programs encourages all candidates with the required qualifications to apply for this position, and is committed to working collaboratively on determining appropriate accommodations.

