



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

CAREER OPPORTUNITY

Full time Multi-Lingual Triple P Practitioner (Accreditation Provided)

Pacekids Programs is looking for a full time Multi-Lingual Triple P Practitioner, based out of the North Pacekids Location (808 55th Ave NE), and supporting North Calgary families. The position is 37.5 hours a week and would start September 26, 2018.

Pacekids Programs 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 Specialized Services program funded through Family Supports for Children with Disabilities (FSCD).

Successful candidates must :

- Be able to communicate in one or more of the following languages in addition to being fully fluent in English: Urdu, Hindi, Punjabi, Farsi, Mandarin and/or Cantonese
- Have their own vehicle for travel to family homes
- Be available to work until 6pm Monday to Friday.
- Available to attend the Triple P accreditation sessions October 1st – 5th (held in Calgary)

The main responsibility of the Stepping Stones Triple P Practitioner is to provide the Standard Stepping Stones Triple P Program to parents of children with a disability. Practitioners will meet directly with each client for one hour per week, plus manage their hours of indirect time (travel time, administrative duties, and session preparation). Practitioners will be required to facilitate intake requests for both Pacekids practitioners, manage their own caseload, track billing and organize their schedules to meet the needs of the families.

The Accreditation process provides all training, materials and support to deliver the Stepping Stones Triple P program to families who have a child with a disability.

RESPONSIBILITIES

- Provide the Stepping Stones Triple P Program to families, as outlined by Triple P International, through weekly meetings with parents
- Present information through multiple modalities (i.e., verbal, text, video, role plays)
- Adapt program to meet needs of family (e.g., ESL, learning disabilities, mental illness, etc.)
- Complete all relevant paperwork for each client in a timely manner
- Communicate with client's FSCD Worker and FSCD Triple P Coordinator regarding the open and close of client files (send appropriate Welcome Letter, Closing Letter, and any information on the family's progress that would be beneficial to the FSCD Worker)



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RESPONSIBILITIES - CONTINUED

- Request extensions for addendums from client's FSCD Worker when necessary – follow up with family to ensure they have received and signed addendum and obtain copy for client file at Pacekids
- Track direct and indirect hours for each client, and submit hours for monthly billing
- Provide appropriate resources and community referrals to families as necessary
- Work as a team and participate in Pacekids' meetings

REQUIREMENTS

- A degree or diploma in related Human Services Program (e.g., Psychology, Social Work, Community Rehabilitation) – comparable work experience will be considered
- Minimum two years' experience working with children with disabilities and their families, specifically supporting skill development of parents
- Be able to communicate in one or more of the following languages in addition to being fully fluent in English: Urdu, Hindi, Punjabi, Farsi, Mandarin and/or Cantonese
- Strong time management and organizational skills to prioritize and balance multiple tasks
- Exceptional communication skills – verbal and written
- Ability to effectively work in a team and work independently
- Ability to present information in a variety of modalities (e.g., videos, text, verbal)
- Resourcefulness required to provide families with appropriate referrals and community resources
- Experience providing emotional support to families while maintaining professional boundaries
- Proficiency in Microsoft Office programs (Word, Outlook, Excel, PowerPoint)
- Must have a flexible schedule, including evenings (availability until 6pm Monday to Friday)
- Must have own vehicle and valid driver's license with clean driver's abstract to drive to home visits in Calgary

CONTACT:

Please direct your resume, cover letter and salary expectations to:

Lori James, Managing Director, FSCD Programs, Lori.james@pacekids.ca.

Resumes without a cover letter will not be considered for this position.

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.