



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 DBA Supervisor & FSCD Aide Training and Development

Pacekids Programs is looking for an experienced, energetic and dynamic DBA Supervisor & FSCD Aide Training and Development team member based out of the North Pacekids Location (808 55th Ave NE). The position is full time and requires availability on weekdays and weeknight evenings until 6:00pm. The position would start November 12, 2018, and we are accepting applications immediately.

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 programs funded through Family Support for Children with Disabilities (FSCD) including Specialized Services and Developmental Behavioral Aide.

This position involves two primary roles. Part of the position involves carrying a caseload of Developmental Behaviour Aide families; providing strategies and support to families and aides working in the home. The other part of the position involves providing training and development supports to new and on-going aides, working as part of the Training and Development team.

RESPONSIBILITIES for DBA Supervision

Include but are not limited to:

- Determine family eligibility for the program and facilitate intake process
 - Review intake documentation
 - Coordinate intake meetings
 - Discuss & document goals for the Service Providers Program Plan (SPPP)
- Train, Support, Supervise and Evaluate the Aides
 - Work with Aide Services to ensure all families have appropriate Aide
 - Provide Aides with ongoing support, coaching and feedback on the work they're doing with the families and their weekly home program plans based on the goals established through the SPPP
 - Performance management of Aides including facilitating timesheets, vacation requests, reviews and managing feedback and concerns provided by families
- Managing Contracts for Delivery of Services to Families
 - Establish contracts with FSCD (Family Services for Children with Disabilities)
 - Communicate with all parties involved to ensure accurate billing and record management
 - Address any issues related to family involvement with plans/goals
 - Promote positive programming that will lead to independence for the children and their families





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 DBA Supervisor & FSCD Aide Training and Development

RESPONSIBILITIES for DBA Supervision - CONTINUED

- Documentation & Communication
 - Developing and writing plans and related goals
 - Documenting discussions with family, Aides, and therapists
 - First point of contact for grievances for Aides and parents
 - Tracking caseload, and related hours
 - Providing clear communication to all stake-holders, with a focus on customer service and professionalism

RESPONSIBILITIES for FSCD Aide Training and Development Team

As one of two members directly responsible for the FSCD Aide Training and Development, responsibilities include but are not limited to:

- Work collaboratively to develop and deliver on-boarding training for Aides
 - Ensuring the content is consistent with Pacekids clinical standards
 - Including content that supports Aides with the “soft skills” required – emotional intelligence, conflict management, parent coaching, cultural sensitivities
 - Incorporating feedback and needs expressed by Supervisors, Therapists and families
 - Helping to ensure new staff members have the base skills to ensure their comfort and success in family homes
 - Ensure training is held regularly
 - Update and modify training manual and supporting documents as needed
- Provide clinical & soft-skills coaching as needed/requested to Aides to ensure they have the base skills required to work within in the home, honoring both FSCD and Pacekids mandates
- Coordinate existing Aide training
 - Work with the clinical team and Program Managers to determine topics for training sessions
 - Design and deliver training sessions as appropriate and required
 - Coach other members of the team on adult learning strategies to help ensure training is engaging and informative
 - Develop and distribute training calendar
 - Coordinate Aide training sessions – including booking of facility, arranging set-up and clean-up of sessions, and any other logistical details



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 DBA Supervisor & FSCD Aide Training and Development

REQUIREMENTS

- Candidates must be able to work a 37.5 hour work week that includes availability for 4pm – 6pm meetings (Monday – Friday)
- An acceptable combination of an undergraduate or Master's degree in a relevant field combined with experience working with and training others in the areas of developmental and behavioural development in children with disabilities, and their families.
- The ideal candidate would have a strong behavioural background with experience working with children on the Autism Spectrum
- Clearance from a criminal record check including a vulnerability search, and clearance from an intervention record check
- Have a reliable vehicle, and a valid Driver's License with a clean driving record (Driver's Abstract will be required). "Business Use" car insurance will be required
- Demonstrated ability to work independently, with an emphasis on self-initiative, professionalism, patience, maturity and tact
- Demonstrated ability to communicate and liaise with families and other professionals in fostering a team atmosphere, demonstrating strong interpersonal skills
- Ability to teach and transfer behavioural skills effectively
- Adaptability and flexibility in working with aides, children and families with a variety of needs
- Ability to act decisively and proactively in a wide variety of situations
- Strong administrative, communication (written and oral), organizational and time-management skills
- Comfort with computers and data-taking
- Experience with adult learning – both in delivery, coaching, and design of training materials
- Exceptional organization skills – being able to manage multiple priorities

CONTACT

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

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

Please note: Applications 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.