

**N.O.N.A. CHILD DEVELOPMENT CENTRE
TEMPORARY JOB POSTING MATERNITY LEAVE
INFANT DEVELOPMENT CONSULTANT .6 FTE**

JOB SUMMARY: Under the direction of the Infant Development Supervisor, supports families in meeting the needs of infant and toddlers (birth to 3 years) who have or at risk for developmental delays or disabilities.

RESPONSIBLE TO: Infant Development Program Supervisor

EDUCATION AND EXPERIENCE:

Required:

- Bachelor's degree in a related health or social service discipline
- Minimum of three years experience working with families with young children
- Formal training in Early Childhood Development
- Valid drivers license and own vehicle
- Valid ChildSafe first aid certificate

RESPONSIBILITIES:

- Assist the Supervisor to provide group experiences for infants/toddlers
- Assess the needs of infants and toddlers referred to the program
- Visit the family in their own home on a regular basis
- Assist the family in planning and providing experiences in the home and community to encourage growth and development of the infant/toddler
- Inform and refer families to other services available
- Ensure coordinated case management for each child on the caseload
- Loan materials to the child and family
- Maintain records and prepare reports as per program standards
- Assist and support families in the transition process from Infant Development Program to other programs when the child is three years of age.
- Perform other related duties as required.

START DATE: October 1, 2020

HOURS: 7.5 hours a day, Tuesday, Wednesday, Thursday 8:30-4:30.

END DATE: on return of the maternity leave employee.

INTERESTED AND QUALIFIED PERSONNEL please email covering letter and resume attention: laurie.russell@nona-cdc.com (Laurie Russell, Infant Development Program Supervisor) by September 21, 2020.