



OSC Supported Child Development Leader

July 17, 2017

In order to offer an outstanding care to children who require extra support within the OSC program, the Supported Child Development Leader will work within a team of staff and be responsible for childcare, adapt program planning and will be the main parent contact/liaison of children for whom they are responsible.

Primary Responsibilities

Support:

- Provide direct one-on-one or one-on-two support and guidance to the child/children assigned
- Ensure the program planning considers the health and well-being of the child/children during daily activities, field trips and special activities
- Collaborate with Room Leads and Activity Leaders in order to offer inclusive activities for the child/children assigned to the SCD Leader
- Build children's social and interpersonal skills and self-esteem by establishing routines and positive guidance policies that allow children to feel secure, comfortable and safe
- Adhere to BC Child Care Licensing standards of care and remain compliant to Licensing requirements
- Establish and maintain good communication with OSC Coordinator, Room Leads/Team, children's families and community agencies involved in child/children's development
- Help create a Care Plan for child/children and their families and Centre for Licensing purposes.

Specific Accountabilities/Deliverables

- Prepare any additional activities or supportive resources needed to help child/children under SCD supervision
- Be a positive role model for all children, using appropriate language and modeling in all areas
- Be informed of children registered in the program, including specific information such as allergies and custody issues
- Be familiar with VIHA Licensing Guidelines and all of the OCA's Policies and Procedures.
- Use discretion when discussing child/children with others
- Document in daily log all activities and behaviours
- Ensure protocol is followed with regard to incident reports
- Contribute to and participate in daily planned OSC activities
- Encourage room collaboration and integration of child/children assigned
- Research and implement new and innovative support models for the child/children assigned
- Attend and participate in all team meetings
- Facilitate positive and professional parent/staff and children/staff relations.

Hours of Work: This is a regular part-time position with a recurring regular summer layoff of two months (July/August) working a maximum 25.5 hours per week, Monday – Friday. Hours of Operation are approximately 7:30-9am and 2:30-5:45pm with longer shifts available during Pro-D Days and Winter or Spring Break Camps.

Compensation: Wages \$17/hour + 4% in lieu of holiday pay

Qualifications

- A minimum of twenty hours child-related coursework
- Minimum of three years' experience working with children with higher needs (physical/behavioural) in a child care/recreational setting
- Education Assistant, Behavioural Interventionist, or Non-violent Intervention Crisis training considered an asset
- Must meet BC Child Care licensing requirements for valid and subsisting first aid certification
- Clean criminal record check (as required by BC Child Care Licensing Regulation)
- Contacts to resources/aid in community
- Strong leadership skills; consistency and de-escalation skills
- Excellent interpersonal and communication skills.

Competencies

- **Leadership skills** - strong decision making with an ability to measure risks & manage uncertainty; instill trust and confidence; give clear directions; empower and foster long-term learning & development of others through coaching/mentoring; has a positive influence on staff attitudes and energy levels
- **Planning, organizing and co-ordinating skills** – ability to set goals; create program plans; prioritize tasks; pay attention to logistics & details; modify plans as necessary to meeting changing needs and priorities; monitor progress & achieve results
- **Communication skills** – ability to listen, speak and write accurately and with clarity; understand non-verbal messages; interpret cultural differences in communication; responsive and understanding of other viewpoints; open to giving & receiving feedback
- **Problem solving & conflict management skills** – systematic, analytical; able to organize information, identify key factors & underlying causes, generate solutions, develop healthy working relationships, and facilitate the prevention and/or resolution of conflicts within the organization