CHILD DEVELOPMENT CENTRE

JOB DESCRIPTION

JOB TITLE: Special Services Supervisor

JOB SUMMARY: Under the direction of the Executive Director, the Special Services Supervisor is responsible for the planning, implementation, and supervision of the Special Services Programs for children and youth with support needs (birth to 19 years of age) in collaboration with their families/guardians and other service providers. The Special Services Supervisor also provides some direct intervention, implementing individualized program plans and providing personal care for children and youth in the home, at the Child Development Centre, and in the community.

CLASSIFICATION / PAY LEVEL: HSA Community Subsector Agreement
Benchmark Number: 82901
Grid Level – 35

SUPERVISOR: Executive Director

SKILLS AND ABILITIES:

- Must be self-directed, motivated, and able to work independently and in cooperation with others.
- Uses initiative a performs routine tasks with minimal supervision.
- Communicates effectively, in English, verbally and in writing with a variety of audiences including children/youth, parents/guardians, and service providers.
- Must be computer literate in Microsoft Office 365 functions

QUALIFICATIONS:

- Completion of a two-year diploma in a field related to child development and family support (e.g. social services, education/early childhood education, rehabilitation, or other related field) is the minimum requirement
- Minimum of two years experience working with children and youth, including children and youth with special needs, at least one year of which includes supervisory experience
- Must hold a valid BC driver's license and have reliable vehicle for work use

FUNCTIONS:

1. Supervises the Special Services Program staff (Respite and Skills Workers). Responsibilities include participation in the hiring and orientation process, ensuring appropriate training opportunities, assigning caseloads, observation of

staff performance, inspection of client files, and evaluation of staff and program effectiveness on an annual basis.

2. Completes the intake/orientation interview with the child or youth and their family or guardian and assists the family to select from the service options, including Respite, Skills Enhancement, and Summer KAMP, according to the eligibility of the child or youth.
3. Responsible for the development of individualized program plans for all clients of the Special Services Program in collaboration with the families or guardians and other service providers. Ensure that the plans are updated as needed.
4. Implements individualized program plans when providing intervention. Assists the child or youth with personal care including diapering, toileting, eating, bathing, dressing, and sleeping. Encourages the development of self-care skills as appropriate. Administers medications according to Child Development Centre guidelines.
5. Provides intervention to children and youth enrolled in Special Services Programs on a 1:1 basis and in group settings. Siblings are included in the activities if appropriate and peer interaction is encouraged. Transports the children or youth to appropriate settings within the community and surrounding area.
6. Communicates relevant client information to the families/guardians, Special Services Program staff, and other service providers on an on-going basis and maintains client records according to Child Development Centre guidelines.
7. Plans staff schedules and ensures that accurate time sheets are submitted.
8. Liaisons with social workers and other professionals responsible for children and youth with special needs. Submits client and program reports to funding sources as required.
9. Maintains and updates program information for distribution to families and develops new resources in consultation with the Executive Director.
10. Participate in planning and budget discussions for the Special Services Program in consultation with the Executive Director or the Finance Manager.
11. Attends and participates actively in relevant meetings and committees at the Centre and in the community.
12. Submits accurate time sheets, mileage /expense records, leave requests, and other records/reports as required.
13. Prepares and inputs statistical information.
14. Performs other related duties as assigned.

Additional Information:

- Training or courses related to program planning and supervision is an asset
- Completion of a Child Safe first aid course is an asset (requirement of the position though if prospective employee does not have, it, employer pays course fees and wages to attend)