

**ANDREW FLECK CHILDREN'S SERVICES  
JOB DESCRIPTION**

**JOB CLASS:** Behaviour Consultant

**JOB TITLE:** Behaviour Consultant (One position is Bilingual)

**LOCATION:** 700 INDUSTRIAL AVENUE

**REPORTS TO:** Program Director, Children's Inclusion Support Services

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**SUMMARY:**

Supports the inclusion of children with special needs by observing, consulting, training and developing effective behaviour strategies to be implemented in licensed child care programs. This support is for children who are eligible for CISS behavioural support.

**KEY OBJECTIVE:**

- To facilitate and support the inclusion of children with special needs and behavioural issues in licensed child care settings.
- To perform duties in accordance with the mission statement and core values of AFCS and the mandate of CISS.

**DUTIES WILL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:**

**A) Role with families**

1. Develops and provides training to parents; attends case conferences when applicable and supports referral to other services.
2. Develops effective communication with parents for children who qualify for the Positive Outcomes Program (POP); gathers information regarding the child's behaviour in the home, shares information with parents via direct contact, telephone, email, consultation reports, behavioural plans and scheduled meetings.

**B) Role with child care programs**

1. In partnership with the Resource Consultant, assesses the individual/environmental needs of child/child care setting; observes identified child/children in child care setting;

collects/analyses data based on observations; develops appropriate Behavioural Plans; offers strategies based on analysis; monitors and evaluates program effectiveness; provides revisions as required.

2. Develops written Behavioural Plans to be included in Team Service Plan based on information and observations; consults with Clinical Psychologist as required; participates in case conferences when required.
3. With the Resource Consultant, supports the child care staff in implementing the Behavioural Plan; regularly consults with programs to observe, model techniques and provide suggestions/recommendations to staff; offers or arranges for on site training opportunities specific to the child/program needs.
4. With the Resource Consultant, develops effective communication with program staff to assist with ongoing problem solving; attends staff meetings as needed; facilitates meetings as required; contributes to communication binder and offers observations, suggestions/recommendations and strategies; maintains ongoing telephone contacts.

**C) Role with Agency (CISS & AFCS)**

1. Carries out administrative duties; authors and distributes documentation; contributes to children's files including meeting reports, contacts, behavioural consents, release of information; completes mileage claims; provides weekly schedules and calls in for messages daily.
2. Participates in CISS and agency activities as required; meets with Program Manager/Supervisor to discuss concerns, staff training and perceived community needs; attends staff, team support and networking meetings; provides behaviour guidance training to Resource Consultants; may provide input on program policies and procedures; provides input to program newsletter; participates in program related community committees.
3. Represents the agency in accordance with outlined goals and objectives; represents the program at community events.
4. Respects confidentiality; relates to parents, children and other staff members in a professional and ethical manner.
5. Attends professional development seminars and conferences as approved and shares information with agency staff.
6. Maintains up to date knowledge regarding current practices/information on behaviour guidance, children with special needs, the broader child care field and relevant computer programs.

**D) Role with Community**

1. Advocates on behalf of children with special needs in the community; develops and provides training to staff, parents and others through workshops and in-services; creates resource material to be available to programs; identifies needs for public education and provides input to educational programs.
2. Provides Behaviour guidance consultation and support to licensed child care programs under the POP Pilot for children with behavioural concerns who do not qualify for CISS support; observes, recommends strategies; develops behavioural plan if required: supports implementation and monitoring of strategies; provides training, modelling and coaching to staff; evaluates behavioural plan.
2. Links and networks with community programs relating to the Behaviour Consultant role.

**E) Other duties** as may be assigned by the Program Manager/Supervisor.

**F)** Works in accordance with Ontario Occupational Health and Safety Standards.

**QUALIFICATIONS**

- RECE, Diploma in Early Childhood Education or Equivalent plus specialized diploma/certificate (Behavioral Science Diploma, Resource Teacher Certificate, BA Psychology, Early Interventionist or Equivalent)
- Over five years of experience working with children with and families including three years of experience working with children with special needs.
- Demonstrated experience and knowledge working with behavior strategies in and early learning environment
- Strong knowledge and understanding of licensed child care programs
- Knowledge of Microsoft Word for windows and Powerpoint
- Excellent communication skills, both written and verbal
- Fluency in both official languages will be a requirement for one of the two positions
- Strong organizational, time management, interpersonal, group presentation and facilitation skills

- Ability to work independently as well as in a multi-disciplinary team
- Sensitivity to families and cultural differences
- Ability to work flexible hours as required
- Ability to deal with competing priorities
- A current driver's licence and use of a car