

## **RESOURCE CONSULTANT**

### **ONE (1) REGULAR FULL-TIME POSITION**

### **RED LAKE (WITH TRAVEL TO EAR FALLS)**

#### **Competition #EY 24-21**

Dedicated to improving lives, the Kenora District Services Board (KDSB) is the integrated service delivery agency providing help and support when you need it. With forward thinking and engaged employees, we deliver Ontario Works, Social Housing, Early Learning and Child Care, and Land Ambulance to current and future clients.

We are currently seeking to hire **one (1) regular full-time Resource Consultant** to join our Early Years team in **Red Lake (some travel to Ear Falls required)**. Our employees enjoy a healthy work environment, development opportunities, and an opportunity to make a difference in the lives of others.

Reporting to the Inclusion Quality Assurance and Training Coordinator, the Resource Consultant is responsible for the development and implementation of Individual Program Plans for children with special needs. Provides ongoing program support to children, families, and staff regarding special needs resourcing.

#### **Key responsibilities include:**

- Implements programming based on emergent curriculum and the Ministry of Education's document "How Does Learning Happen? Ontario's Pedagogy for the Early Years". This document incorporates the Four Foundations for Learning and Development: Belonging, Well-Being, Engagement and Expression.
- Responsible for enrolment and orientation of new families of children receiving special need resourcing.
- Maintains open communication with parents through written correspondence and parent meetings.
- Development and implement Individual Program Plans for children with special needs. Ensuring all required documentation and written consent forms are completed.
- Maintain resource files for children on case load and ensure current information and reports are shared with program staff.
- Update monthly resource statistics which includes number of informal and formal children.
- Complete any necessary referrals.
- Participate in any case conferences regarding children as required.
- Provide resources necessary to support Individual Support Plan objectives.
- Collaborate with staff to develop supportive programming based on observations made of children within program.
- Collaborate with families and partnering agencies to complete the transition to school documents for children entering school.
- Connect and build partnerships with outside agencies.
- Make referrals on behalf of families.
- Actively participate in services provided to children by third party agencies.
- Build strong connections with families, offering continued support and ensuring open communication.
- Participate in ongoing professional development opportunities such as workshops, conferences, and meetings. Prepare report and share with colleagues and/or staff information learned during these opportunities.
- Take an active role in regular network and team/staff meetings as required.
- Collaborate with others in maintaining a positive working environment.
- Perform other related duties as required.



**EMPLOYMENT OPPORTUNITY**  
**POSTING DATE: FEBRUARY 20, 2024**

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**Successful candidates will have or be able to:**

- Ontario Early Childhood Education Diploma & Resource Teacher Certificate or equivalent and must be registered with the College of Early Childhood Educators.
- Three (3) years' experience in an early years or childcare program
- Up to date immunization record, including TB Skin Test
- Current First Aid, including Child/Infant CPR.
- Provide a satisfactory Police Vulnerable Sector Check.
- A valid Ontario Class "G" license required.
- Eligible to work in Canada.

Along with an excellent benefit package and participation in the OMERS pension plan, we offer an hourly wage of \$32.36 in accordance with the collective agreement. Interested applicants are invited to submit a cover letter and resume, by email, referencing the competition number in the subject line of the e-mail to the:

Human Resources Department  
Kenora District Services Board  
Email: [hr@kdsb.on.ca](mailto:hr@kdsb.on.ca)

**THIS POSTING WILL REMAIN OPEN UNTIL FILLED.**

While all responses are appreciated, only those applicants selected for an interview will be contacted. Confidential information provided by applicants will be used for the purpose of this competition only and will be protected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. The KDSB will make accommodations available wherever possible to applicants with disabilities upon request during the recruitment process. The KDSB is an equal opportunity employer.