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Grand Council of the Crees (Eeyou Istchee)  
Grand Conseil des Cris (Eeyou Istchee)

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Cree Nation Government  
Gouvernement de la Nation Crie

## Job Posting

### Career Opportunity: Regional Special Needs Advisor

**Department:** Child and Family Services

**Location:** To be Determined

**Salary Grade 4:** (Min. \$46,031.00 – Max. \$69,047.00)

**Status:** Contract

#### Core Functions:

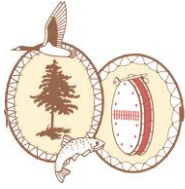
The Regional Special Needs Advisor is responsible for providing professional support and advice to the Childcare and Special Needs Educators working with special needs children in the Cree communities.

#### Functional Responsibilities:

- Keep up-to-date case files on each special needs child receiving services through the Childcare operations including diagnosis, intervention plans, designated resource professionals and other relevant information.
- Assist in finding and/or developing learning activities specific to each special needs child with the Educators.
- Assist Special Needs Educators and parents in detecting children with special needs using screening procedures.
- Provide continued assistance and support to Special Needs Educators and parents by ensuring regular visits and weekly telephone communications.
- Request and obtain intervention in cases from Cree Health Board professionals including diagnostic reports and intervention plans for children with special needs, in collaboration with the Directors of Childcare Centres.
- Provide support for children's and families' during the process of referral to local and regional health and educational professionals and services.
- Ensure confidentiality of information collected, and oversee the sharing of information as per established protocols.
- Participate in all appropriate training sessions and meetings as budgets permit.

#### Interaction/ Communication Responsibilities:

- Participate in developing and facilitating community prevention/promotion programs and campaigns on issues such as FASD, addictions, smoking, etc.
- Encourage networking and communications with other resources involved with the child, such as the Clinic, Head Start Educator and Teachers in order to harmonize intervention approaches regarding the child.
- Organize training programs and regular conference calls for Special Needs Educators.



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### Administrative Responsibilities:

- Coordinate the purchase of specialized equipment on behalf of Child and Family Services Centres.
- Support the Special Needs Educators in maintaining professional children's files, with particular attention to Ministry forms and reports required to obtain grants for children with disabilities.

### Other Responsibilities:

- Maintain up-to-date knowledge and skills in area(s) of responsibility.
- Perform other duties as required.

### Qualifications:

#### Education

- College Diploma in Special Needs Education or in a related field is an asset.

#### Experience

- Three to five years of relevant work experience.

#### Language

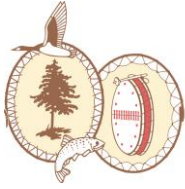
- Fluency in English.
- Fluency in Verbal Cree.
- French is an asset.

#### Knowledge and Abilities

- Customer focused and service oriented.
- Proven ability to communicate effectively.
- Proven ability to be discreet and maintain confidentiality.
- Strong attention to detail and accuracy.
- Strong organizational skills and the ability to multi-task.
- Strong judgment and proven ability to problem solve.
- Demonstrated ability to take initiative.
- Demonstrated ability to work under pressure and to adapt to a changing environment.
- Working knowledge of computers and Microsoft Office products.

#### Additional Requirements

- Typical office setting with no unusual physical demands.
- Willingness to work irregular hours.
- Willingness to travel extensively.
- Must agree to undergo a background check.



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The Cree Nation Government may, at its discretion, waive any or all of the aforementioned requirements if a suitable candidate who is a JBNQA beneficiary accepts to follow a training plan determined by the Cree Nation Government as a condition of employment.

### Application Period

From October 16, 2018 to October 31, 2018

### Application

Your application must be sent by email with the competition number: **CFS-181002-1**

Valerie Mianscum  
Recruitment Officer  
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