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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/Cree Community

Salary Grade 5: (Min. \$51,223.00 – Max. \$68,383.00)

Status: Permanent

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 fetal alcohol spectrum disorder, 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.



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- Organize training programs and regular conference calls for Special Needs Educators.

Administrative Responsibilities

- Coordinate the purchase of specialized equipment on behalf of Childcare 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.

Education and Certification

- College diploma in Special Needs Education or related field.

Experience

- Three to five years of relevant work experience.

Languages

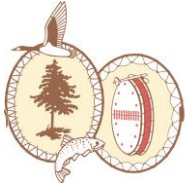
- Fluency in verbal Cree.
- Fluency in English.
- Fluency in French is an asset.

Knowledge and Abilities

- Good understanding of child growth and development and of age-appropriate activity programming.
- Customer-focused and service-oriented.
- Proven ability to communicate effectively.
- Proven ability to be discreet and maintain confidentiality.
- Demonstrated attention to detail and accuracy.
- Strong organizational skills and the ability to coordinate multiple projects.
- 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.
- Proficiency in 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 January 15, 2021 to January 29, 2021

Application

Your application must be sent by email with the competition number: **CFS-210101-1**

Valerie Mianscum
Recruitment Specialist
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