



Job Title:	Manager, Inclusion Services
Reporting to:	Director, Child Care & Early Years Services

JOB PURPOSE

To coordinate Inclusion Services in accordance with requirements of applicable legislation and program funders for the purpose of meeting the individual programs' mandates as well as the agency's mission statement; operates under the direction of the Director, Child Care & Early Years Services.

RESPONSIBILITIES

Consultation to Licensed Child Care Programs (25%)

Individual/Case Consultation

- to work collaboratively with staff of licensed childcare, early learning and care programs, and families in the development, implementation and evaluation of individualized strategies which will enable the child to be successfully included into their licensed childcare and/or early learning and care program
- to train staff in the application and follow through of screening tools for the purpose of gathering accurate developmental data on children in their programs
- to utilize principles of inclusion to support children with extra support needs, their families, licensed childcare and before and after programs and/or early learning and care programs

Program Consultation

- to support the licensed childcare program's capacity to provide high quality care through observation of individual programs and offering informal and/or formal training, resources, and supports

Case Management/Case Coordination (20%)

- to complete intakes for new referrals
- to ensure a balanced caseload is maintained for both the Manager and the Inclusion Resource Consultant
- to assist parents in accessing appropriate childcare and early learning programs for their child with extra support needs and support the transition phase into the early learning and care setting as well as school programs
- to arrange and convene case conferences with professionals and parents regarding the planning and progress of the individual child
- to monitor the implementation of plans from case conference to ensure accuracy and continuity
- to confer with involved community agencies to provide and obtain pertinent information
- to ensure necessary case recording, both hard copy and online system, and the maintenance of client confidentiality

Community Liaison and Support (25%)

- to promote visibility of Inclusion Services and BGC East Scarborough to the community through involvement on relevant committees and/or networks
- to promote the support and use of inclusive practices throughout the community
- to network with related and relevant agencies to promote Inclusion Services and BGC East Scarborough
- to support local community activities that contribute to the development of inclusive services for children (birth – 12 years)
- to liaise with District Program Consultants, the Resource Service Coordinator, and the Program Manager from Toronto Children's Services
- to initiate and maintain contact with new childcare and early learning and care programs in our assigned service area
- to maintain contact with existing childcare and early learning and care programs in our assigned service area
- to initiate and maintain contact with other related community agencies/resources in Scarborough/Toronto, i.e. family support programs, schools
- to maintain contact with childcare networks in the Scarborough childcare community
- to work in collaboration with community colleges and universities regarding planning and implementing training and placements for Early Childhood Education and Resource Consultant students

Training (10%)

Informal Training

- to collaborate with childcare staff in the identification of their training needs and the exploration of training ideas
- to develop, implement, and evaluate a variety of on-site training topics, including the application and follow through on screening tools, with staff at licensed childcare programs
- to refer childcare staff to available training in the community

Formal Training

- to identify training needs for childcare centres/staff and the community
- collaborate with community agencies in the development and delivery of professional training to the early years and childcare community
- to collaborate with the City Training Team to develop, implement, and evaluate training opportunities offered to the childcare programs and community and through the City Wide Training Calendar

Training for Parents

- to identify, in conjunction with parents and childcare and/or early learning and care program staff, parent training needs
- to develop training opportunities that are responsive to identified parent training needs
- to deliver and evaluate training opportunities offered to parents in childcare and/or early learning and care program settings

Inclusion Resource Library

- to select library holdings, catalogue, and maintain a listing of books and videos in the Inclusion Resource Library
- to monitor the status of Inclusion Resource Library items lent out to the community and ensure their timely return

Organizational/Administration (20%)

Inclusion Resource Consultation

- to participate in regular supervision meetings, including field visits, with the Inclusion Resource Consultant
- to facilitate professional skill development for the Inclusion Resource Consultant
- to complete yearly performance appraisals of the Inclusion Resource Consultant
- to participate in monthly Inclusion Resource Consultation meetings, i.e. set agendas, facilitate meetings, take minutes
- to be financially responsible in the planning and expenditure of the program budget
- to maintain relevant statistical data and participate in ongoing service evaluation
- to participate in Every Child Belongs meetings with other resource consultation agencies
- to orientate, train, supervise, and evaluate student interns

Inclusion Programs-Early ON

- to support the Early Years Services team's effective implementation of inclusion programs through the offering of feedback and/or resources

Families in Settlement Together

- to participate in regular supervision meetings with the Inclusion Settlement Support Staff
- to facilitate professional skill development for the Inclusion Settlement Support Staff
- to complete yearly performance appraisals of the Inclusion Settlement Support Staff
- to participate in monthly Families in Settlement Together meetings; i.e. set agendas, facilitate meetings, take minutes
- to supervise additional Families in Settlement Together Child Minding Staff

Agency

- maintain documented clear vulnerable sector check and/or letter of declaration on file
- maintain First Aid and CPR certification
- maintain documented immunization records on file
- complete and maintain agency related trainings such as HIGH FIVE Principles of Healthy Child Development and BGC Canada's myBGCUniversity
- to engage in self-evaluation for the purpose of identifying, and meeting, professional development needs and to set goals in relation to yearly performance appraisals
- participate in planned professional development events on topics related to special needs and to further the achievement of identified professional learning goals
- to attend staff and management meetings/reporting to the Director of Child Care & Early Years Services and the Chief Executive Officer
- lead agency projects, including chairing committees and/or work teams comprised of staff from other departments, as deemed necessary by the Chief Executive Officer
- to maintain all documentation as required
- to work flexible hours as required and manage time effectively

QUALIFICATIONS

Experience and Training/Education

- a minimum of two years' experience working with children with extra support needs
- a minimum of two years' experience providing consultative support to children with extra support needs in early childhood settings within Toronto Children's Services' Every Child Belongs model
- an Early Childhood Education diploma AND Resource Teacher/Consultant certificate
- registration with College of ECE; membership in good standing
- additional trainings and certifications an asset

Knowledge and Attributes

- excellent communication skills, interpersonal skills, and organizational skills
- a thorough knowledge of child development
- a thorough knowledge of childcare systems
- a thorough knowledge of family systems approaches
- familiarity with principles of adult education
- a valid driver's license and consistent access to a car
- valid First Aid and CPR
- thorough knowledge of the College of ECE's Code of Ethics and Standards of Practice
- thorough knowledge of Child Care & Early Years Act, 2014
- thorough knowledge of Toronto Children's Services' Assessment for Quality Improvement
- thorough knowledge of Toronto Children's Services' Every Child Belongs model
- thorough knowledge of How Does Learning Happen?
- thorough knowledge of the Early Learning Framework

WORKING CONDITIONS

- risk of injury from children struggling with self-regulation
- risk of injury from parents struggling with self-regulation
- visits to child care programs in areas of Scarborough defined as high risk communities
- processing traumatic information from clients
- processing traumatic incidents as they occur in the field

PHYSICAL REQUIREMENTS

- lifting/carrying training and/or specialized equipment; 10%
- driving-visual concentration; 15%
- computer use-visual concentration; 30%
- lifting children; 10%
- exposure to ill children, parents, and staff; 20%
- exposure children struggling with self-regulation; 10%

DIRECT REPORTS

- staff
- volunteers
- student interns

Approved by:	<i>Utcha Sawyers</i>
Date approved:	<i>January 14, 2025</i>
Reviewed:	<i>January 14, 2025</i>
Next Review Date:	<i>January 14, 2028</i>

Employee Acknowledgement: I have read and reviewed the Job Description with the Director who has explained the responsibilities and answered my questions. I have received a personal copy of this job description and agree to carry out these responsibilities.

Employee Signature: _____

Date: _____

Manager's Signature: _____

Date: _____