



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Early Childhood Intervention Coordinator	
Position Number(s)	Community	Division/Region(s)
37-14746	Fort Simpson	Continuing Care Services/Deh Cho

PURPOSE OF THE POSITION

Reporting to the Regional Health Promotion Coordinator (RHPC), the purpose of the Early Childhood intervention Coordinator (ECIC) is to provide case management and coordination of intervention programs and services in accordance with the philosophy, vision, mission, goals and objectives of the Northwest Territories Health and Social Services Authority (NTHSSA); the purpose of these programs and services is to support the physical, mental and emotional wellbeing of children (ages 0-6 years) who have need for intervention because of an existing developmental delay.

SCOPE

The NTHSSA administers all regional health and social services delivered through 3 Community Health Centers, 6 Community Health Station and 1 Long Term Care facility in the Deh Cho Region. The NTHSSA provides and supports the delivery of health care services to adults and children on an outpatient and outreach basis as well as to residents of the Long Term Care facility in order to enhance healthy communities' well-being through excellence, accountability and respect for regional diversity.

Reporting to the Regional Health Promotion Coordinator (RHPC), the ECIC works with community members, health and social services providers, and other agencies to support the physical, mental and emotional wellbeing of children 0-6 years of age in the Deh Cho communities. The ECIC is an integral member of the Regional Care Team. Clientele includes families identified through early childhood screening and assessment as potentially benefiting from programs and services. The ECIC will provide regular case management and support for families.

The ECIC plays a significant role in acting as a navigator and liaison between the client/families, community and regional service providers, and the NTHSSA. This practice ensures that families of children (ages 0-6 years) who have need for intervention because of an existing developmental delay receive the supports they require at the community level. Programs and Services may be provided within the Health Centre, Health Stations, community day care centers, or in the family's home.

The ECIC is located in Fort Simpson and is expected to travel across the Deh Cho Region to provide case management and coordination as needed and as identified by the Regional Care Team.

RESPONSIBILITIES

1. Initiates and maintains regular case management which includes navigation to existing community supports in order to promote positive parent-child relationships, healthy child development, and enhance family functioning. Case management services will be provided on an on-going basis until goals are met or the child is aged out of service.

- Establishes a voluntary, trusting relationship with program families by providing regular contact through home visits and office visits
- Applies working knowledge of parent-child interaction and child development to help clients increase their parenting skills and parental knowledge of age-appropriate behaviors and activities for their children, and reduce family stress
- Assists parents in increasing problem solving and coping skills by offering skills and/or facilitating referrals to resources
- Works with a multidisciplinary team to facilitate the establishment of an individual family support plan with identified goals, objectives and activities to help meet the family's needs
- Meets regularly with supervisor and other members of the care team for clinical consultation and case planning
- Provides support to connect families to services to manage day-to-day childcare/parenting issues
- Assists parent in making and attending appointments for medical/health, social services agencies
- Makes appropriate referral to additional services as indicated
- Works collaboratively with other care providers and community partners

2. Assist with early childhood intervention program delivery

- Participate in multidisciplinary team meetings, program planning and other activities to support families and children 0-6 with identified developmental delays
- Participates as a member of the primary community care team in the assessment and reassessment of clients to determine the level of support services needed
- Observes parent's attitude, beliefs and behaviors, as well as the parent/child relationship, sharing any concerns around child maltreatment to the supervisor and/or

to Child Protection, ensuring the proper documentation is complete; and Maintains active and positive working relationships with other agencies involved with the health and wellbeing of children in order to gain an understanding of the health and community issues and resources

3. Facilitate client and family educational/teaching based on the needs of the individual.

- In collaboration with Health Care providers facilitate individual learning to clients and their families in relation to clients affected by a risk for or actual developmental delay.
- Determine the family's knowledge of their child's health, developmental delay and learning and intervention needs.
- Participates in the development of community specific educational resources necessary to support clients.

4. Assesses, documents and reports' findings

- Performs and completes approved screening and assessment tools with families
- Documents appropriate information on the case record and data entry forms is responsible for providing clients reports as required
- Gathers and records statistical information relevant to the client and the program
- Observes, evaluates and documents client progress
- Participates in staff meetings
- Attends training and participates in continuing education opportunities as required

5. Advocate for practice environments that have the organization and resource allocations necessary for safe, competent and ethical care.

- Explain local culture, community health needs, and problems to health care professionals to encourage appropriate programming and communication techniques are used to meet NTHSSA goals,
- Collaborate with nurses, peers and other members of the health care team to advocate for health care environments that are conducive to ethical practice and to the health and well-being of patients and staff.
- Participates in research (i.e. monitoring and evaluation of the Northwest Territories Early Childhood Development Framework) and special projects related to the community's health status.

6. Record specifics of all encounters or services provided for statistical purposes and follow up.

7. Work with families, health and social services staff, and the Medical Travel Officer to ensure transportation is arranged to appointments outside of the family's home community (including appointments for special clinics) to ensure the client receives appropriate care and/or after care.

WORKING CONDITIONS

*(Working Conditions identify the **unusual and unavoidable**, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)*

Physical Demands

The incumbent will be required to carry supplies and equipment from health unit to homes or teaching locations, using stairs, obtaining water samples, and climbing in and out of a vehicle several times a day which may lead to moderate levels of physical fatigue.

Environmental Conditions

When assisting other health care professionals with client care (such as health screening), the incumbent may be exposed to human body fluids, including blood. During home visits the incumbent may be exposed to smoke, unsanitary conditions and potentially abusive (verbal and physical) patients or family.

As a result of living in an isolated, northern community, the incumbent may be required to travel on small planes and on ice or winter roads when traveling to or from the community.

Sensory Demands

The incumbent will be involved in situations where the incumbent will need to deal with difficult client experiencing medical problems that require an immediate outcome. As a result the incumbent will need to use combined senses to accurately assess clients and situations in order to respond appropriately and diffuse potential problems.

Mental Demands

The ECIC may become involved in situations with community members who are experiencing stress or confusion with respect to the delivery of health care or the status of their own health.

Within the health care setting there can be significant lack of control over the work pace, with frequent interruptions (work is often dictated by external factors) that may lead to mental fatigue or stress.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of current trend in healthy child development and parenting skills, community development and adult education theory as well as a basic understanding of pre and post natal care.
- An ability to identify health issues and formulate an action plan. This includes an ability to formulate teaching plans and use audio visual and other teaching aids as well as an ability to create teaching materials that is culturally appropriate for the client's needs.
- Knowledge of traditional healing methods as well as community and cultural norms,
- An ability to speak, read and write English (this includes an ability to follow verbal and written instruction from nursing, medical and dental personnel and interpret health

- information accurately - following the Medical interpreter's Guide),
- Ability to operate basic office equipment (i.e. telephones, fax machines, etc.).
 - Knowledge of and an ability to work effectively in a cross-cultural setting and work with community groups and resources.
 - Knowledge of and ability to operate word processing applications (i.e. Microsoft Word, PowerPoint and Excel) in order to complete training materials and presentations, electronic mail to send and receive mail and the internet in order to conduct on-line research.
 - An ability to educate patients and their families (where applicable) on appropriate child management strategies.
 - Knowledge of and an ability to network resources within and outside the NTHSSA (i.e. Social Services, Public Health, Community Health Nurses etc.) in order to provide comprehensive case management and coordination.
 - The incumbent must be aware of the importance of confidentiality and be able to keep personal and medical information private and confidential at all times.

Typically, the above qualifications would be attained by:

Completion of a Diploma/Certificate in early Childhood Development/Education program with 1 year of experience.

ADDITIONAL REQUIREMENTS

Deh Cho Region Requirements

Within the NTHSSA the Early Childhood intervention Coordinator must be able to acquire within a reasonable time frame and remain current with the following training and certifications:

- Internet, word processing and electronic mail,
- Standard First Aid, and
- Certification in basic CPR.
- Non-Violent Crisis Intervention
- Personal injury Prevention training (WHIMIS, Lifting and Carry Techniques)

An ability to speak the local aboriginal language is an asset.

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one)

- French required
- French preferred
- French not required