



Community Connections
Community Connections Society of Southeast BC

IDP Coordinator/Consultant Internal/External Posting *"Linking People, Communities and Services"*

August 20, 2026

Position Title: Infant Development Program coordinator/consultant

Hours: 35 hours per week

Starting Date: January 4, 2027

Rate of Pay: Infant Development Consultant 14-P-IDC \$41.04 (15 hours/week)

Infant Development Consultant Supervisor 15-P-IDC \$ 43.40(20 hours/week)

Job Summary

Supervision of IDP program and IDP Consultants including hiring, orientation, ongoing training, monitoring, program planning and budgeting and evaluation of job-related activities. The IDP Coordinator/Consultant will carry a caseload and complete duties applicable to an IDP consultant.

This position is 35 hours per week, with 20 hours per week designated to IDP Coordinator duties and 15 hours per week designated to IDP Consultant Duties.

The successful candidate will provide the following duties and responsibilities.

- Caseload and waitlist management for all children receiving service from the IDP program.
- Responsible for yearly program evaluation. Including program surveys to be circulated to all active families as well as community partners. Compiling responses and collating into annual outcome report and annual report for the agency.
- Coordination of quarterly meetings with team around the child. Which may include Pediatricians, Therapies, IDP and SCD Consultants, Audiology, Child and Youth Mental Health, CYSN representatives.
- Report to board of directors for the agency on program. Including program highlights and challenges experienced.
- Organize monthly staff meetings and time for group clinical reflection. Maintain documentation of the meetings.
- Offer one on one opportunities to staff in clinical and practice support.
- Attendance at regional IDP meetings and sharing of information.
- Oversee the IDP budget in collaboration with accounting team and Children and Families Practice Lead.
- Timesheet review and approval for all staff.
- Collate monthly ministry stats and complete applicable monthly reporting.



We would like to acknowledge that we are on Ktunaxa ʔamakʔis, the territory of the Ktunaxa people



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- Attendance at monthly coordinator staff meetings and reflective practice meeting with Children and Families Practice Lead and other program coordinators.
- Support ongoing educational and learning needs of all consultants and team.
- Performs other related duties as required.
- Demonstrated ability to use a cultural safety framework when working with diverse families and communities
- Knowledge of the strengths, needs and diversity of the communities served by the agency
- Ability to exercise independent judgment and initiative
- Competency in principles and techniques of early intervention in delayed development. Practical experience in working with families with infants with a diverse ability or delay.

Qualifications:

- BA in Early Childhood Development or a related field (e.g. psychology, social work, nursing) OR
- Certificate in Infant Development and Supported Child Development (UBC)
- 3 or more years of experience working with infants and young children with atypical development and their families.
- Preference given to candidates trained in Motivational Interviewing and Circle of Security Parenting.

Additional Requirements:

- ❖ Successful criminal record screening
- ❖ Current Drivers Abstract
- ❖ Membership with BCGEU

Deadline for Applications: September 8

Submit to: Community Connections Society

Attention: Mary Hunter, Children and Families Practice Lead

Email: mary.hunter@ccssebc.com