

## Primary Consultant

The Primary Consultant will participate as part of the interprofessional consultant team working with families to provide support and coaching in natural routines. The Primary Consultant provides a breadth of knowledge and ability to help families generalize strategies throughout their daily life.

### Duties are as follows:

- Manage a caseload of families as assigned
- Develop a trusting, therapeutic relationship with families
- Work collaboratively and provide coaching and support to target goals identified as priorities by the family
- Support family to break down goals and daily routines into action plans
- Collaborate with Clinical Consultants in a Transdisciplinary model
- Coordinate team meetings, ensure functional team communication
- Create a service plan document with family
- Ensure documentation is complete and filed appropriately
- Provide support strategies and collaboratively problem solve with families
- Consult to families in both home and school environments
- Maintain records and documentation
- Liaise with Family Supports for Children with Disabilities (FSCD) for ongoing MDT reviews and related duties
- Connect families with community resources
- Monitor progress and coordinate services to make sure family's need are met
- Identify and communicate appropriately any issues that arise or are predicted to arise that may jeopardize the family, the team or the organization
- Maintain confidentiality and adhere to all policies and procedures of the organization
- Contribute to program development and clinical quality initiatives for the organization

### Required Qualifications:

- Diploma/Degree in Social Work, Human Ecology, Early Childhood, or equivalent
- A minimum of two years' experience in the related field
- Must be proficient in written and oral skills
- Ability to work flexible hours and required to be available until 7:30 pm 3 or 4 days per week for early evening/late afternoon shifts
- Excellent interpersonal and communication skills
- Must have a valid driver's license and access to vehicle with business use liability insurance, and willingness to travel to locations throughout Edmonton and area
- Police Record Check with Vulnerable Sector, Child Intervention Record Check.
- Intermediate First Aid & level-C CPR, Safe Management (provided by the organization)
- Passion and commitment to the success of families and their children with special needs
- Preference given to those who are able to work in the west north end of Edmonton and surrounding areas based on client need)

### Why Childrens Autism Services of Edmonton?

We are inclusive and welcoming, value life-long learning and love to have fun! We go the extra mile by offering our employees:

- A competitive salary with comprehensive benefits package with RRSP matching
- Access to extensive internal training and annual continuing education opportunities
- A collaborative, multidisciplinary work environment
- Feeling that you are making a difference with children and families
- Working with colleagues who are leaders in the field of autism
- A strong professional development focus

**To apply for this position, please submit your resume and cover letter to [hr@childrensautism.ca](mailto:hr@childrensautism.ca)  
Please see our website for detailed information about our organization [www.childrensautism.ca](http://www.childrensautism.ca)**