

Dorothy [REDACTED]

[REDACTED]
Abbotsford, B.C.
[REDACTED]

Objective

To attain full time employment

Education

1998 –Present **University College of the Fraser Valley (UCFV)**
Abbotsford, B.C.

- Graduating with a degree in Child and Youth Care (June 2006)
- Infancy Specialty Designation Diploma
- Special Needs Specialty Designation Diploma
- Early Childhood Education Certificate

1995-1998 **Mennonite Educational Institute (MEI)**
Abbotsford, B.C

- High School Diploma

Work Experience

Langley Child Development Centre **Langley, B.C.**

March 2005 - Present

Infant Development Consultant

Infant Development Programme

- Maintain a caseload of 45-50 children who are at risk for developmental delays or have a specific diagnosis between the ages of birth to three years
- Complete home visits and monitor child's overall development through observations, checklists, parent feedback and assessments
- Record and documentation keeping within specific deadlines
- Make appropriate referrals (ie: speech, occupational and physical therapy, support services and financial aid)
- Report writing (ie: Gesell Assessment, Developmental Profiles, Initial Consultation Summaries)
- Letter writing
- Practicum supervision
- Attend workshops and conferences
- Committee involvement and event planning
- Liaison with community partners
- Interview, hiring and training of new staff

Work Experience
Continued

March 2001 - March 2005

Playgroup Coordinator and Programme Aide

Infant Development Programme

- Facilitator of three weekly playgroups for children, siblings and parents on Consultants caseloads
- Set up and take down of room. Arranging activities specific to the needs of children and in relation to goals outlined by family and, Consultants and varying professionals
- Organize guest speakers for evening playgroups related to the theme of the month
- Organize social groups and social evenings pertinent to needs of families
- Create Boardmaker picture symbols, social stories and sound games
- Inventory/wish list management
- File management – opening and closing of files
- Survey distribution and collation
- Newsletters
- Complete various additional tasks as requested by supervisor

September 2000 – March 2001

Direct Support Worker

Supported Child Development Programme

- One to one support for children who require additional support in their neighbourhood setting from ages three to five years
- Making and following through on plans for child to reach fullest potential in development as well as in their neighbourhood setting
- Monitor overall development through observations, developmental checklists and completion of Individual Family Service Plans (IFSP)
- Provide relevant resources and training to families and neighbourhood setting staff
- Create Boardmaker picture symbols and social stories
- Make appropriate referrals to varying agencies

June – September 2000

Child and Youth Worker

Child and Youth Programme

- One to one support and group facilitation for weekly summer camps with children from Kindergarten to Grade Twelve.
- Organize activity plans – planned and arranged for activities such as drama, bowling, soccer, basketball, swimming, arts and crafts, indoor and outdoor play, music and much more
- Facilitated social skills between children
- Aided children during eating and toileting routines