

JOB DESCRIPTION

Behavioural Consultant

Program: Family Services

Position Type: F/T (salary); (36.25 hours/week)

Hours of Work: Monday – Friday (within the core hours of 7:30am to 5:30pm), with occasional evening work as required.

Location: Primarily in-office, with travel to sites across Edmonton, St. Albert and surrounding areas.

Reports to: Supervisor, Family Services

Last Reviewed: August 27, 2026

Purpose of Position

The Family Services Program is grounded in the belief that children and youth thrive within nurturing families and supportive communities. The program is committed to empowering parents and guardians to navigate available community resources and services while strengthening their capacity to implement effective, evidence-informed strategies that promote positive outcomes for children and families.

The Behavioural Consultant provides behavioural consultation and support to families accessing services through the Family Behavioural Consultation (FBC) Program. The position works collaboratively with children, youth, parents/guardians, and other professionals to assess behavioural needs, develop and implement individualized positive behaviour support strategies, and promote meaningful participation and inclusion within the home, school, and community.

The Behavioural Consultant is responsible for providing family-centred and culturally responsive consultation while maintaining professional standards, confidentiality, and accurate documentation.

Key Responsibilities

Service Delivery

- Provide direct consultation and education to families accessing services on child development.
- Conduct family visits in home and community.
- Develop, implement and evaluate behaviour and positive support plans.
- Develop and maintain strong, trusting working relationships with families accessing services.



- Administer child development screening tools and functional assessments as needed.
- Proficient in the creation, modelling and use of visual support aides.
- Support families accessing services regarding service needs through regular communication and check-ins.
- Provide opportunities for families to connect with other families and to access community resources.
- Support families to implement strategies based on natural learning opportunities to address areas of concern raised by parents.
- Develop community partnerships (e.g. FBC partnership agencies) and provide direct support to families in coordination with community partners as needed.
- Ensure the completion and submission of all documentation and data tracking required as per program requirements.
- Participate in regular monthly Family Services meetings.

Leadership Support

- Assist Family Services Supervisor to ensure health, safety, and child abuse concerns are addressed, in collaboration with relevant parties as needed (e.g., parents/guardians of children/youth).
- Under the direction of the Supervisor, the Consultant assists in monitoring program effectiveness and parent satisfaction.
- Prepare and submit monthly statistical information.

Organizational Culture

- Contribute to a positive, respectful, collaborative, and inclusive workplace culture.
- Practice in a manner that is respectful, ethical, trauma-informed, and culturally responsive.
- Promote the dignity, autonomy, inclusion, and participation of children, youth, and families.

Confidentiality and Privacy

- Maintain confidentiality and protect personal and program information in accordance with organizational policies and applicable privacy legislation.

Qualifications and Experience

- Degree in a related field, preferably Human Services, or a related discipline. An equivalent combination education and related experience may be considered.
- Trained or experience working in the administration of Triple P (Positive Parenting Program).



- Strong knowledge and experience with a wide variety of behavioural tools and techniques to increase parent capacity. This includes Triple-P and positive behaviour strategies.
- Experience using and developing resources using Boardmaker, Canva, or other similar software.
- Several years of experience working directly with children and families, supporting children and youth with disabilities/developmental delays.
- Ability to work independently and participate as a contributing team member.
- Creative problem solving skills and exceptional organizational skills.
- Intermediate proficiency in Microsoft 365 (Outlook, Word, Excel, Teams).
- Excellent interpersonal, coaching, consultation, and written and verbal communication skills.

Must have up-to-date certification and documentation in all required areas, including:

- Nonviolent Crisis Intervention (NCI) certification.
- a valid Alberta Class 5 driver's licence and access to a reliable vehicle, with proof of automobile insurance including a minimum of \$1,000,000 third-party liability coverage, at the employee's expense
- a valid First Aid and CPR Level C
- a clear Vulnerable Sector Police Information Check (within 6 months)
- a clear Child Intervention Check (within 6 months)

Physical Requirements

- Must be able to sit at a computer and conduct visits in the homes and communities of families accessing services according to their needs. Interacting with children in sitting, kneeling, or standing activities.

