



# Provincial Job Description

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**TITLE:**  
**(507) Child Life Specialist**

**PAY BAND:**  
**15**

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**FOR FACILITY USE:**

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## **SUMMARY OF DUTIES:**

Develops and implements a comprehensive Child Life Program to assist children with adjusting to the hospital environment and to prepare them for diagnostic/treatment procedures. Acts as an advocate for patients and families and provides psychosocial, recreational and emotional support.

## **QUALIFICATIONS:**

- ◆ **Baccalaureate degree in Child and Youth Care**

## **KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ **Basic computer skills**
- ◆ **Communication skills**
- ◆ **Interpersonal skills**
- ◆ **Organizational skills**
- ◆ **Leadership skills**
- ◆ **Ability to work independently**
- ◆ **Ability to communicate in a cross-cultural setting**
- ◆ **Ability to work as a member of a multi-disciplinary team**
- ◆ **Valid driver's license, where required by the job**

## **EXPERIENCE:**

- ◆ **Previous: No previous experience.**

## ***KEY ACTIVITIES:***

### **A. Patient / Family Support**

- ◆ **Creates individualized plans of care based on patient assessment.**
- ◆ **Implements, evaluates and modifies programs.**
- ◆ **Prepares children, youth and families cognitively and emotionally for medical and surgical procedures/tests.**
- ◆ **Monitors child development to ensure normal progression.**
- ◆ **Documents patient assessments, interventions and outcomes.**
- ◆ **Informs patients and families of resources available and advocates on their behalf.**
- ◆ **Facilitates adaptive coping strategies for patients and families while respecting their cultural beliefs.**

### **B. Therapeutic Program**

- ◆ **Utilizes developmentally appropriate methods to aid patients and families in understanding the diagnosis and treatment options being discussed (e.g., medical toys, books, digital media).**
- ◆ **Utilizes non-pharmacological pain management and stress reduction techniques to facilitate adaptive coping.**
- ◆ **Organizes age-appropriate play programs (e.g., infant stimulation, medical procedure play).**
- ◆ **Creates, supervises and assesses playroom programming.**
- ◆ **Researches, develops and delivers new therapeutic programs and resources.**
- ◆ **Organizes special events and social interactions between patients and special guests.**
- ◆ **Coordinates and supervises volunteers.**

### **C. Education**

- ◆ **Provides education and resources to patients and families.**
- ◆ **Provides functional guidance on child life issues to various multi-disciplinary teams.**
- ◆ **Provides in-depth in-service to departments, as required.**
- ◆ **Assists in the development of educational information.**

### **D. Related Key Work Activities**

- ◆ **Provides occasional guidance to the primary function of others, including training.**
- ◆ **Manages media consents and/or photographs (e.g., Children's Miracle Network Telethon, radio personalities, sport celebrities).**
- ◆ **Purchases age-appropriate toys and supplies.**
- ◆ **Screens and coordinates toy and supply donations.**
- ◆ **Sends thank you notes to groups and individuals for donations received.**
- ◆ **Provides input into budget and ensures purchases stay within guidelines.**
- ◆ **Maintains equipment and supplies.**

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

**Validating Signatures:**

**CUPE:**

**SEIU:**

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**SGEU:**

**SAHO:**

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**Date: January 15, 2025**