



**Position:**

**PROGRAM ASSISTANT – CASUAL (6 Month Contract)**

The role of the Program Assistant (PA) is to assist the teaching team in supporting a child(ren) with special needs who is/are attending a licensed child care program. It is intended to enhance the child/staff ratio. The PA is an additional support to the GROUP.

**Union/Management:**

Casual, Part-Time, Non-unionized position

**January 2<sup>nd</sup>, 2019 to June 28<sup>th</sup>, 2019**

**Monday to Friday 3:15 pm to 5:15 pm (2 hours per day/10 hours per week)**

**7.5 hours per day on non -school weekdays**

**Salary:**

\$15.11 per hour

**Location:**

Alta Vista Child Care Centre, 1349 Randall Avenue, Ottawa, ON, K1H 7R2

**Qualifications:**

- Clear Police Record Check (Vulnerable sector) completed in the last 6 months
- Valid Standard First Aid and CPR certification
- Experience working with children who have special needs
- Skills and knowledge in behaviour guidance would be an asset

**Responsibilities:**

- The role of the Program Assistant (PA) is to assist the teaching team in supporting a child(ren) with special needs who is/are attending a licensed child care program.
- Supports and makes a commitment to the principles of inclusion.
- Is familiar with the activities, routines, philosophy, policies and procedures of the child care setting.
- Recognizes the need for the child to interact with all children and staff in the child care centre.
- Assists in providing optimal opportunities for the child to fully participate in all activities.
- Facilitates and involves other children in activities in order to create opportunities for peer interactions.

- When appropriate, participates in discussions with the educator and the Resource Consultant.
- Participates in staff meetings and training opportunities as required and approved by CISS.
- Responds to daily direction given by the educator and/or Supervisor.
- With the educators, implements program activities including those outlined in the Team Service Plan.
- Maintains good working relations with all staff to ensure good communication.
- Completes appropriate observational records as required.
- Maintains confidentiality at all times.

**Hours of Work:**

Monday to Friday 3:15pm to 5:15pm

**Available from:**

January 2<sup>nd</sup>, 2019 to June 28<sup>th</sup>, 2019

**Apply:**

E-mail: [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca); Please submit a resume in PDF or Word format, quoting the position and location in the subject line.

**Closing date:**

Friday December 7th, 2018

We are an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted.

Should the applicant require any accommodations during the application process please notify Human Resources at [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca)